

Saranac Lake Free Library
Board of Trustees
Policies and Procedures Manual
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Saranac Lake Free Library
SECTION 1
BY-LAWS AND CONSTITUTION

Constitution (Revised 1990)

ARTICLE 1

The name of this Association shall be the SARANAC LAKE FREE LIBRARY, said Association having been duly organized and incorporated on the 21st day of December, 1908, and existing under and by virtue of the Laws of the State of New York.

ARTICLE II

It shall be located at Saranac Lake, Franklin County, State of New York. Membership shall consist of any person who contributes to the membership drive.

ARTICLE III

Its objective shall be to maintain a circulating library and reading rooms for the free use of the residents of Clinton, Essex and Franklin Counties.

ARTICLE IV

Any person over 16 years of age may become a member of the Association with all the rights and privileges thereto, including a vote at the annual and special meetings, by signing a membership card and by paying an annual fee to be determined by the Board of Trustees.

ARTICLE V

The Annual Meeting of the Association shall be held on the fourth Wednesday of January to receive and consider the yearly reports of the Board of Trustees, Director, and other officers of the library and to elect Trustees to succeed those whose terms have expired. Special meetings may be called by the President or any two of the Trustees. Ten members of the Association shall constitute a quorum.

ARTICLE VI

There shall be ten Trustees to serve a period of three years each with two Trustees chosen each year at the Annual Meeting. Retiring Trustees may be re-elected for one or three year term.

Within ten (10) days of each Annual Meeting, the Trustees shall elect to hold office for one years, a President, Vice President, Treasurer and Secretary of the Association. The latter two need not be members of the Board of Trustees. A vacancy occurring in the Board of Trustees, other than by expiration of term of office, shall be filled until the next meeting of the Association, by a vote of the remaining Trustees. At the Annual Meeting vacancies shall be filled by vote of the Association.

ARTICLE VII

The Trustees shall have the general management of the Library and its property. They shall provide ways and means for its maintenance and endowment, suitable rooms, furniture, books and magazines, for its equipment, and make rules for its convenient uses by the public. They shall appoint and fix the salary of a competent Library Director and of needed assistants and other employees. They shall make by-laws, have such other powers and duties as are prescribed for Trustees of public libraries by State Law, and shall report to the Association annually.

ARTICLE VIII

(adopted at the annual Meeting of the Association 1/24/1990)

This constitution may be amended by two-thirds vote of the members present at any Annual Meeting if written notice of the proposed amendment was contained in the call for the meeting.

ARTICLE IX

(adopted at the annual Meeting of the Association 1/24/1990)

Upon dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purposes, within the meaning of section 501(C3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Federal Tax Code), or shall distribute the same to the federal government, or to a state or local government, for public purposes. Any such assets not so disposed of shall be disposed of by order of the Supreme Court of the State of New York in the judicial district where the principal office of the corporation is then located, exclusively for such purposes, or to such organization or organizations, organized or operated exclusively for such purposes, as said court shall determine.

The Commissioner of Education is designated as the representative of the corporation upon whom process in any action or proceeding against it may be served.

Saranac Lake Free Library

SECTION 1

By-Laws

Revised October 2010

(approved by Board of Trustees 11/16/2010)

ARTICLE I: Name and Purpose

The name of the Association shall be the SARANAC LAKE FREE LIBRARY.

The purpose of the Association shall be to maintain a circulating library and reading rooms for the free use of the residents of Clinton, Essex, and Franklin counties.

ARTICLE II: Membership

Membership shall consist of any person who contributes annually to the membership drive.

ARTICLE III: Board of Trustees

- Board Role and Size: The Board is responsible for the overall policy and direction of the Association, and delegates responsibility of day-to-day operations to the Library Director. The Board shall consist of ten members chosen from the Association membership.
- Terms: All Board members shall serve three-year terms. Retiring Board members may be re-elected for a one or three year term.
- Meetings: The Board shall meet at intervals of not more than three months and when called by the President or by request of any two Trustees.
- Board Elections: Officers of the Board shall be elected annually by the Board of Trustees, within ten days of the Annual Meeting. A vacancy occurring in the Board of Trustees, other than by expiration of term of office, shall be filled by vote of the remaining Trustees until the next Annual Meeting of the Association. These vacancies will be filled only to the end of the particular Board Member's term. At the Annual Meeting vacancies shall be filled by vote of the Association.
- Quorum: A quorum shall consist of six members of the Board of Trustees.

ARTICLE IV: Officers and Duties

There shall be four officers of the Board, consisting of a President, Vice President, Treasurer and Secretary. The Secretary and the Treasurer need not be members of the Board.

- Their duties are as follows:
 - ☐ The President shall preside (or arrange for the Vice President to preside in his/her absence) at all meetings of the Association and Trustees, appoint, standing and special committees and serve as an ex-officio member of all committees.
 - ☐ The Vice President shall serve as chair of Board meetings in the absence of the President.
 - ☐ The Secretary shall keep a record of all library meetings and of the official actions of the Trustees and shall have responsibility of all official books, records and documents of the Association.
 - ☐ The Treasurer shall present a financial report at each Board meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Board members and the public.
- Resignations, terminations and absences: Resignation from the Board must be in writing. A Board member shall be terminated from the Board due to excessive absences, more than two unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining Trustees.

ARTICLE V: Committees

- Committee Formation: The President shall appoint six (6) standing committees of the Board of Trustees (1) Finance, (2) Building and Grounds, (3) Governance, (4) Personnel, (5) Service, and (6) Membership and Outreach, each consisting of at least three members to serve for one year. These committees shall act under the direction of the Trustees and shall report to them from time to time.
 - ☐ Finance Committee: The Finance Committee shall supervise all library funds, investments, income and expenditure. The Finance Committee with the Library Director will prepare an annual budget and arrange for an internal audit of all financial records prior to the Annual Meeting.
 - ☐ Building and Grounds Committee: The Building and Grounds Committee shall provide planning and execution of all maintenance and repairs as well as any capital expansion project in order to achieve a result that is within budget and meets the needs of the library facility and its occupants and users. This committee is also responsible for preparing, updating and executing a long term plan for facility maintenance and repair. Responsibilities may include, planning committee meetings as needed, preparing and distributing meeting minutes and any committee materials when needed to best inform members, and communicating and meeting with the director on maintenance, repairs, and capital expansion projects.
 - ☐ Governance Committee: The Governance Committee is responsible for the upkeep and maintenance of the by-laws section of the SLFL policies manual including the charges of the committees, presenting to the Board for approval a slate of candidates for

elected positions to be voted on by the Association at the Annual meeting, presenting a slate of officers to the Board to be voted on for approval , and acting as the liaison between the Director and the Board in support of the library's strategic plan.

- ☐ Personnel Committee: The Personnel Committee oversees the administration of all personnel policies to ensure that the library has adequate, quality staffing to satisfy the mission of the library in accordance with all employment laws and regulations. Duties may include:
 - o Assist Library Director with any hiring and/or staffing needs of the library
 - o Assist Library Director with any disciplinary actions needed with library staff
 - o Perform an annual review of the Library Director
 - o Review and update any library personnel policies
 - o Assist with the review and updating of the library personnel handbook
 - o Benchmark for Library Director salary information
 - o Meet annually with the Finance Committee to discuss possible Library Director salary increases to be presented to the full Board of Trustees
 - o
- Service Committee: The Service Committee shall advise and review the current library facility to ensure it meets service needs, advise and review library services and needs of the community, advise and assess current programs related to overall accessibility of library resources and services, and advise and assess alternative access options for those patrons who have physical limitations.

- ☐ Membership and Outreach Committee: The Membership and Outreach committee is responsible for sending out the spring membership letter and winter annual appeal, supporting fundraising activities, and supporting activities related to library membership and budget advocacy.

ARTICLE VI: Amendments

Amendments: These by-laws may be amended when necessary by two-thirds majority of the Board of Trustees. Proposed amendments must be submitted to the Board members for discussion at the next scheduled Board meeting.

Saranac Lake Free Library
SECTION 2
ANNUAL BUDGET

(approved by Association membership 1/27/2016)

Saranac Lake Free Library
SECTION 3
FIVE-YEAR PLAN
2011-2015
(approved by Board of Trustees 11/16/2010)

MISSION STATEMENT

The mission of the Saranac Lake Free Library is to provide in a professional, efficient and effective manner educational, informational and cultural resources for the greater Saranac Lake community and to serve as a repository for the community's Adirondack heritage.

GOALS AND OBJECTIVES

GOAL I: Insure, improve and maintain outstanding accessible service to children, young adults and all other users of the library.

- Objective 1: As space allows, provide a discrete area for tutoring activities.

- Objective 2: Provide outreach to persons with disabilities/house-bound needing the use of library services.
- Objective 3: Annually evaluate library services to the disabled/house-bound.
- Objective 4: Continue to increase awareness of library services and accessibility.
- Objective 5: Continually evaluate all feedback from users of the library regarding services and accessibility in order to provide the best service possible to the users of the library.
- Objective 6: Continually evaluate and enhance the library's website.
- Objective 7: Continue employing state of the art technology applications.
- Objective 8: Continue developing outreach relationship with school systems.
- Objective 9: Continue to support the ongoing professional development of employees.

GOAL II: Develop and maintain comprehensive revenue sources.

- Objective 1: Establish fundraising strategies for specific projects
- Objective 2: Develop a specific endowment growth strategy.
- Objective 3: Explore and develop a spending and income distribution rule from the endowment accounts.
- Objective 4: Develop a comprehensive membership plan.
- Objective 5: Develop a plan to target new community members for introduction to the library.
- Objective 6: Develop a process to cultivate and recognize new and higher level contributors to the library.

GOAL III: Establish an ongoing building and grounds management plan.

- Objective 1: Develop a plan, budget and timeline for capital improvements of the library's main reading room.
- Objective 2: Develop a building and grounds maintenance plan with a checklist of daily, monthly and annual activities.
- Objective 3: Continue to insure a safe and healthy environment for staff and users of the library.
- Objective 4: Pursue the hiring of a part-time maintenance person.

GOAL IV: Refine Board of Trustees role and responsibility

- Objective 1: Improve new Trustee orientation.
- Objective 2: Encourage Board members to participate in NYSALB activities and workshops.
- Objective 3: Formalize and periodically review committee duties and responsibilities.

GOAL V: Evaluate staffing needs

- Objective 1: Prepare for future retirements.
- Objective 2: Investigate and formalize retirement packages.
- Objective 3: Review and update job descriptions.
- Objective 4: Review and update job interview and hiring procedures.

Saranac Lake Free Library

SECTION 4

SUBSECTION 1

LIBRARY MISSION

(adopted by Board of Trustees 12/13/2010)

Library Mission Statement

The mission of the Saranac Lake Free Library is to provide in a professional, efficient and effective manner educational, informational and cultural resources for the greater Saranac Lake community and to serve as a repository for the community's Adirondack heritage.

As an Association Library chartered by the State of New York, we are an incorporated membership organization. The Association solicits support each year from our Association members, patrons of the library and from community residents; engages in fundraising activities in support of the library's budget; receives financial gifts that go into an investment portfolio for additional support of library operations and requests funding from taxpayers via a proposition on the Saranac Lake Central School District ballot.

The Saranac Lake Free Library is open to all residents and visitors to the region, without qualification or restrictions and cooperates as appropriate with other educational institutions and citizens or service organizations of parallel purpose within our region.

In all policy and procedural matters we conform to regulations and standards established by the State of New York and operate as a member of the Clinton-Essex-Franklin Library System.

Committees and Responsibilities

- Building and Grounds Committee: Provides planning and supervision of all maintenance and repairs as well as any capital expansion projects in order to achieve a result that is within budget and meets the needs of the library facility. This Committee is also responsible for preparing, updating and recommending a long term plan for facility maintenance and repair.
- Finance Committee: Supervises all library funds, investments, income and expenditures. It shall institute the accounts to be audited annually and prepare and submit a budget for each fiscal year.
- Nominating Committee: Develops and maintains a list of perspective Board members. Based on needs of the Board recommends suitable candidates for election at the annual Membership Meeting.
- Personnel Committee: Oversees the administration of all personnel policies to insure that the library has adequate, quality staffing to satisfy the mission of the library in accordance with all employment laws and regulations.

Saranac Lake Free Library

SECTION 4

SUBSECTION 2

LIBRARY OBJECTIVES

(adopted by Board of Trustees 12/13/2010)

Within the context of regional educational/informational services, the Saranac Lake Free library strives to:

1. Service the educational, informational and literary needs of residents of the greater Saranac Lake community.
2. Expand the library collections and improve library services in response to evolving public interests.
3. Provide supplementary support as requested by the local school systems and academic institutions.
4. Develop self-learning and continuing education opportunities.
5. Provide a meeting place for appropriate community functions.

6. Participate with the Clinton-Essex-Franklin Library System in improving library services.
7. Maintain the William Chapman White “Adirondack Room” as a resource facility of national stature.
8. House the Edmond A. Guggenheim Natural History Room for display of the Charles L. Dickert Memorial Wildlife Collection.

Saranac Lake Free Library

SECTION 4

SUBSECTION 3

LIBRARY GOVERNANCE

(adopted by Board of Trustees 12/13/2010)

By charter of incorporation, the Saranac Lake Free Library is a membership association organized according to a Constitution and By-Laws.

General management of the library and its property is vested in the Board of Trustees consisting of ten members, with two members elected each year for a five year term. The Trustees annually elect a President, Vice President, Treasurer and Secretary from among its members. The Treasurer and/or Secretary may be appointed from the membership of the Association.

The Board of Trustees meets at intervals of not more than three months and when called by the President or by request of any two Trustees to conduct library business as prescribed for Trustees of public libraries by laws of the State of New York.

The Board of Trustees employs a Library Director who oversees all standard library operations.

The Saranac Lake Free Library Association holds an Annual Membership Meeting on the fourth Wednesday of January to present an annual report, elect new Trustees, approve the new budget, and to conduct any other business as needed. Each member of the Board must sign a Conflict of Interest Policy Affirmation and Disclosure Form. (Form S04-01)

Saranac Lake Free Library
Board of Trustees Conflict of Interest Policy
(approved by Board of Trustees 11/16/2010)

PURPOSE

The purpose of the conflict of interest policy is to protect the Saranac Lake Free Library's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a library Trustee or committee member. This policy is intended to supplement but not replace any applicable state laws or regulations governing conflicts of interest.

DEFINITIONS

- Interested Person: Any library Trustee or committee member with Board-related powers who has a direct or indirect financial interest, as defined below, is an interested person.
- Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - (a) An ownership or investment in any entity with which the Saranac Lake Free Library has a transaction or arrangement;

- (b) A compensation arrangement with the Saranac Lake Free Library or with any entity or individual with which the Saranac Lake Free Library has a transaction or arrangement;
- (c) A potential ownership or an investment interest in, or compensation arrangement with, any entity or individual with which the Saranac Lake Free Library is negotiating a transaction or arrangement.

PROCEDURES

1. *Duty to disclose:* In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest to the Trustees and committee members with Board-delegated powers considering the proposed transaction or arrangement.
2. *Determining whether a conflict of interest exists:* After disclosure of the financial interest, the interested person shall leave the Board or committee meeting while the financial interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
3. *Procedures for addressing the conflict of interest:*
 - (a) The Board President or committee chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - (b) After exercising due diligence, the Board or committee shall determine whether the Saranac Lake Free Library can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to the conflict of interest.
 - (c) If a more advantageous transaction or arrangement is not reasonably attainable under the circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Trustees or committee members whether the transaction or arrangement is in the Saranac Lake Free Library's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Saranac Lake Free Library and shall make its decision as to whether to enter into the transaction or arrangement in conformity of such determination.
4. *Violations of the Conflict of Interest policy:*
 - (a) If the Board or committee has reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis of such belief and afford the person an opportunity to explain the alleged failure to disclose.
 - (b) If, after hearing the response of the person and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. *Records of proceedings:* The minutes of the Board and all committees with Board-delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest in fact existed.
 - (b) The names of the persons who were present for discussions or votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed transaction or arrangement, and a record of any votes taken therein.
 - 6. *Annual statements:* Each Trustee, principal officer and committee members with Board-delegated powers shall annually sign a statement which affirms that such person:
 - (a) Has received a copy of the Conflict of Interest Policy
 - (b) Has read and understands the policy
 - (c) Has agreed to comply with the policy
 - (d) Understands that the Saranac Lake Free Library is an educational organization and that in order to maintain its Federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes
 - (e) In addition, any duality of interest or possible conflict of interest on the part of any Trustee, principal officer or committee member shall be disclosed to the other members of the Board and matter of record through an annual procedure.
-
7. *Periodic reviews:* To insure that the Saranac Lake Free Library operates in a manner consistent with its educational purposes and that it does not engage in activities that could jeopardize its status as an organization that is exempt from Federal income tax, periodic reviews shall be conducted. The periodic review shall, at a minimum, include the following subjects:
 - (a) Whether compensation arrangements and benefits are reasonable and are the result of arm's length bargaining
 - (b) Whether partnership, joint venture arrangements and other agreements conform with written policies, are properly recorded, reflect reasonable payments for goods and services, further the Saranac Lake Free Library's educational purposes and do not result in inurement or impermissible private benefit
 - (c) In conducting the periodic reviews the library may, but not need, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.

Saranac Lake Free Library
Annual Board of Trustees Conflict of Interest Policy
Affirmation and Disclosure

(adopted by Board of Trustees 11/16/2010)

Pursuant to the Conflict of Interest Policy of the Saranac Lake Free Library, the members of the Board of Trustees are annually required to affirm certain facts with relation to the Library's Conflict of Interest Policy and to disclose any duality of interest or possible conflict of interest to the other members of the Board of Trustees.

Therefore, the undersigned Trustee affirms that:

1. I have received a copy of the Conflict of Interest Policy.
2. I have read and understand the Policy.
3. I agree to comply with the Policy.

4. I understand that the Saranac Lake Free Library is an educational organization and that in order to maintain its Federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

In addition, I hereby certify that I am aware of no duality of interest with the business of the Saranac Lake Free Library except for the following:

The above affirmation and disclosure shall be filed with the Secretary of the Board of Trustees and retained with its corporation records.

Printed Name

Signature of Board of Trustee Member

Date

Form S04-01

Saranac Lake Free Library

SECTION 4

SUBSECTION 4

LIBRARY OPERATIONS

(adopted by Board of Trustees 11/14/2011)

I. HOURS AND DAYS OF OPERATION

1. Library will be open Monday, Wednesday, Friday and Saturday, from 10:00 AM to 5:30 PM and from 10:00 AM to 7:00 PM on Tuesday and Thursday. Saturday hours are from 10:00 AM to 2:00 PM July through Labor Day. The Adirondack Research Room is open from 10:00 AM to 12:00 PM and 1:00 PM to 4:00 PM Monday through Friday.
2. Library will be closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day weekend, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. The Board of Trustees may approve early closing of the library before a holiday.

3. Notice of change in hours due to unforeseen conditions will be posted at the library's entrance and the circulation desk.
4. Bad weather closings are at the discretion of the Library Director in consultation with the President of the Library Board.
5. In the event of an emergency, the staff will announce the problem to patrons and will issue further instructions per established procedures. A patron choosing to disregard staff instructions is no longer the responsibility of the library.

II. COLLECTIONS

1. Materials Selection: The responsibility for selection of materials rests with the Library Director following standard library materials selection criteria.
2. Censorship: The Board supports the American Library Association (ALA) Library Bill of Rights, Freedom to Read Statement, Library Rights for Adults, Free Access to Libraries for Minors (Appendix Form S5-4-01)
3. Complaints
 - a. Whenever library material is challenged, it will be re-examined by the Director/Board of Trustees. If it meets the Materials Selection Policy it will not be withdrawn.
 - b. All complaints are to be treated with good humor and courtesy.
 - c. A form will be provided for a formal complaint. (Appendix Form S5-4-02)
 - d. Facts are to be presented to the Board with patron allowed the opportunity to present objections.
 - e. Principles of freedom to read should be defended rather than an individual item.
4. Replacement and Maintenance
 - a. There shall be a continuing review of the collection and removal of outdated and worn works on a systematic and ongoing basis.
 - b. The collection should be inventoried at 5 year intervals.

5. Gifts and Donations
 - a. Gifts and donations that meet the library selection standards are accepted and added to the regular collection.
 - b. Gifts and donations not meeting library selection standards or needs may be allocated for the book sales.

6. Memorial Donations
 - a. A separate memorial donation line item will be maintained. Selections appropriate to the library needs are made and a memorial plate affixed to purchases made from this account.

7. Interlibrary Loan
 - a. Interlibrary loan is available to all patrons in good standing. The library makes every attempt to fill patron requests in a timely manner and uses a variety of sources to this end.

III. CIRCULATION

1. Library cards
 - a. All residents of the Clinton-Essex-Franklin area are eligible to obtain a library card.
 - b. Children under 14 years must have a parent sign their application.
 - c. Members of the library outside the CEF area are eligible for a card.
 - d. Borrower re-registration is automated to take place every three years from issuance date of the current library card.

2. Circulation
 - a. The library's circulation records and other records which identify the name of the library users with specific materials are confidential and protected by New York State law, Civil Practice law and Rules No. 4509 (Appendix S5-4-03).
 - b. Books will be loaned out for fourteen days renewable by phone, online or in person for an additional fourteen days, except for books held on reserve. Current popular fiction and videos circulate for seven days and are non-renewable.
 - c. Fines are 10 cents per day on a fourteen day loan and 25 cents per day for seven day items, with a maximum of \$3.00 on adult material and \$2.00 on juvenile material per item.
 - d. First notice of overdue materials will be by mail/email after three weeks.
 - e. Second and third notices are sent by mail/email after four and five weeks.
 - f. Final notices are sent by mail/email after six weeks.

- g. Patron is called after seven weeks. Patron's record is marked "Delinquent Borrower" after first call.
- h. Additional calls and mailings will follow if a current address or phone number is available.
- i. Delinquent seven day items follow the same procedure but begin one week earlier.

IV. READING AND ACCESSORY ROOMS

- 1. Use of the library is open to all members of the public.
- 2. A patron causing noise or being disruptive will be asked by the Library Director or senior staff member on duty to refrain from such behavior. If this warning is ignored, the patron will be asked to leave. Should the patron refuse to leave or act in a threatening manner, the Library Director or senior staff member on duty may call the police for assistance. Further use of the library by the offender is at the discretion of the Library Director.
 - a. An incident report will be filed with the Library Director documenting any unusual occurrence at the library (Appendix Form S5-4-04)
 - b. An Internet Use Policy Form (Appendix Form S5-4-05) will be completed by all internet users and placed on file.
 - c. The library provides wireless internet access.
 - d. Soliciting and selling will not be allowed on library property unless the activity is for the benefit of the library.
 - e. Patron's Code of Conduct (Appendix Form S5-4-06) will be posted prominently in the entry way of the library.

V. CANTWELL COMMUNITY ROOM AND DICKERT ROOM

- 1. Use of the Cantwell Community Room and Dickert Room is under immediate supervision of the Library Director.
- 2. The Cantwell Community Room and Dickert Room of the Saranac Lake Free Library may be used by recognized, local, not-for-profit, non-religious, non-political groups or organizations for educational, informational or public service functions providing those meetings are open, free to the public and do not involve fundraising activities other than for the Saranac Lake Free Library.
- 3. Reservations
 - a. The Cantwell Community Room and Dickert Room may be reserved by an individual or organization for a single session. Requests for multiple reservations for a sequence of several meetings over a period of weeks for the Cantwell Room may

be granted by approval of the Library Director. The Dickert Room is not limited to a single session. The time of use is at the discretion of the Library Director due to the nature of the room. Keys to the Cantwell Community Room /Dickert Room may be issued only for the day of the reservation.

- b. The renting individual or organization must fill out The Cantwell Community Room and Dickert Room Use Request Form (Appendix Form S5-4-07) and receives a copy of said form along with a copy of The Cantwell Community Room and Dickert Room Use Policy Form (Appendix Form S5-4-08). Use Request Form will be filed in appropriate binder and the calendar notated.
- c. Rental charge to cover overhead costs must be paid by the day of room usage. Charges shall be:

Cantwell

Dickert

\$10-groups of 10 or fewer

\$25 for groups of 12

\$20- groups of 11 to 50 people

\$25- groups over 51 people

\$5 additional charge for use of kitchen

4. Art Exhibits

- a. The Library’s Art Coordinator is responsible for arranging monthly art exhibits in the Cantwell Community Room. Guidelines and Agreements for Individual, Group and/or Organizations Exhibiting in the Cantwell Community Room form (Appendix Form S5-4-09) is completed by the exhibitor. Artists are permitted to post the price of their works. Sales are conducted directly between the artist and buyer.

5. Library Sponsored Presentations

- a. Authors and musicians who present a library sponsored program may sell their wares during the event without any reimbursement to the library.

VI. PUBLIC SAFETY

- 1. It is the responsibility of the Board of Trustees to make every attempt to provide for a safe, clean environment for staff and library patrons.

- a. Under the supervision of the Library Director, needed personnel is hired to insure that the library interior and exterior facility is kept clear of debris, snow, ice and other hazards to library users.
- b. Fire extinguishers, carbon monoxide detectors and alarms are systematically inspected to insure working order.
- c. There will be no use of tobacco products on library property.
- d. The Board of Trustees will insure that funds are available in the budget for all required insurance coverages.

VII. LOCAL SCHOOL DISTRICT

1. It is the responsibility of the Board of Trustees and the Library Director to maintain a friendly and cooperative relationship with the local school district.
2. Once a year an annual appropriation is placed before the voters of the Saranac Lake School District.

VII. LIBRARY VOLUNTEERS

1. The library encourages qualified persons to volunteer each week as upstairs volunteers or in the Adirondack Research Room.
 - a. Duties upstairs are assigned by the volunteer coordinator and may include the shelving of books, shelf-reading materials, repairing and processing items, making interlibrary loan calls, and doing other appropriate tasks.
 - b. Duties in the Adirondack Research Room are assigned by the Adirondack Room Curator and may include cataloging, clipping newspapers, doing database entry, digitizing the photograph collection, transcribing oral history tapes and doing other appropriate tasks.
2. A Volunteer Information Form (Appendix Form S5-4-10) will be completed by all individuals interested in volunteering and will be

used in evaluating where the volunteer can best serve the library. A Volunteer Guideline Form (Appendix Form S5-4-11) will be used to orient new volunteers.

3. The library also encourages middle and high school student volunteers who are supervised by the volunteer coordinator using the Student Volunteer Policy Form (Appendix Form S5-4-12)
4. Volunteer hours are maintained both upstairs and in the Adirondack Research Room on the Volunteer Time Log Form (Appendix Form S5-4-13)

IX. LIBRARY HONOR ROLL

1. Nominations to the Library Honor Roll are made to or by the Library Director and presented to the library Board for approval.
2. Criteria
 - a. Ten years of service not including staff service
 - b. Not a current Board or staff member
 - c. Has contributed to the library in a variety of ways
3. Upon approval by the Board, name(s) are added to the Honor Roll plaque.

X. BULLETIN BOARD FOR PUBLIC USE

1. The bulletin board is located in the front lobby of the library. Materials may be posted by not-for-profit organizations or community groups whenever space permits.
2. Postings of programs and events for profit or personal gain are prohibited.
3. Postings shall be current and will be promptly removed and discarded after the event has occurred.
4. The Library Director may take down any postings that do not meet the above criteria. Any questions will be clarified by the Library Director.
5. Bulletin Board Policy (Appendix Form S5-4-14) will be posted next to the bulletin board.

XI. WILLIAM G. DISTIN MEMORIAL GLASS CASE AND ESTHER T. MIRICK MEMORIAL GLASS CASE

1. Two display cases are available to individuals or groups, upon request, for the purpose of educational, informational, or cultural displays or exhibits as a service to the community.
2. Use of the display cases is under the immediate supervision of the Library Director. The library does not advocate or endorse the viewpoints of the exhibits or exhibitors.
3. Library sponsored displays and exhibits have priority. The library reserves the right to preempt these display cases.
4. Displays may not be used for advertising, political or commercial purposes.
5. Exhibit Space Reservation Form (Appendix Form S5-4-15) must be completed and signed by the individual exhibitor or group representative.
 - a. Since all age groups use the library, it is expected that exhibits and displays demonstrate good taste and be appropriate for a public library.
 - b. Display must include the name of the exhibitor on the card that is at least 5X7 inches.
 - c. No prices may be affixed to the exhibited items.
 - d. Exhibits must present no fire, safety or personal hazard.
 - e. Exhibits should provide information pertinent to the display for the education of the viewers.
6. An inventory of displayed items and their retail or replacement costs should be made available to the library. The library assumes no liability for items of value or for loss or breakage.
7. The name, address and telephone number of the exhibitor or authorized representative will be made available to any patron upon request.
8. Mounting and disassembling exhibits must be done during regular library hours and will be the responsibility of the exhibitor.

XII. LIBRARY ART COLLECTION

1. Inventory
 - a. Each art collection piece shall have an Inventory Record (Appendix Form S5-4-16) showing the following information, if

available: from whom it was acquired, date of acquisition, title, name of artist, date of work, condition, location in library and a photographic record.

2. Acquisition

- a. The library will consider accepting work by an artist who was a TB patient, caregiver, relative, Study and Craft Guild teacher or is of local interest.
- b. Lack of space and funds to care for a piece may preclude it from being accepted.
- c. An Acquisition Form (Appendix Form S5-4-16) shall be kept of all additions to the art collection. The source, name, date and other relevant information shall be recorded. There shall be language on the form that there are no restrictions as to the use of the piece and the donor will initial the record in agreement of such terms.
- d. A donation of art work for public sale for the purpose of fundraising for the library may be accepted. Proceeds realized from a public sale of donated work shall be allocated to support the library.

3. De-accession and disposition

- a. Any removal from the collection shall be by the authority of the Board of Trustees. Any removal shall be based on the condition of the work, its preservation, questions regarding its provenance, title and relevance. The disintegration or severe deterioration of a piece may determine that a piece must be destroyed.
- b. Options for disposal may be as follows: return to the donor or the donor's family, exchange or donate to a museum, or sell the item with the proceeds going to the support of the library. The inventory record will be updated to reflect disposition.
- c. No Board or Committee member, library staff person or active volunteer may exercise any advantage to purchase any item which is being disposed of by the library.

4. Insurance

- a. The library shall within budgetary restraints carry appropriate insurance coverage on the entire art collection or selected items of the collection.

Saranac Lake Free Library

SECTION 4
SUBSECTION 5
PERSONNEL

I. POSITIONS

- a. Library Director
- b. Library Assistant
- c. Principal Library Clerk
- d. Library Clerk
- e. Library Page
- f. Adirondack Room Curator

II. STAFF DEFINITIONS

- a. Full time salaried employees: 32.5 hours per week
- b. Employees with prorated benefits: 19-32 hours per week

- c. Part time employees: less than 19 hours per week

III. CONDITIONS AND BENEFITS OF EMPLOYMENT

1. LUNCH/BREAKS: A one hour unpaid lunch is scheduled as required for all employees. There will be adequate opportunity to take breaks as appropriate.
2. COMPENSATION: Compensation is commensurate with experience and job description responsibilities. Salary increases will be reviewed annually during the budget process.
3. TRAVEL REIMBURSEMENT
 - a. The Saranac Lake Free Library encourages the professional development of its employees as well as their participation in regional professional organizations and conferences. All employees who are interested in such travel are asked to plan such activities well in advance, if possible, to insure that library hours and services are adequately maintained and that proper notification and budgeting procedures may be followed.
 - b. Travel expense reimbursements shall be supported by the Travel Expense Reimbursement Approval Form (Appendix Form S5-5-01) with appropriate signatures. This form shall be kept as supporting documentation for all cash or check disbursements related to a travel reimbursement.
4. PAYROLL DISTRIBUTION: Bi-weekly, on Thursday, and includes Federal, State and Social Security tax deductions.
5. MEDICAL BENEFITS: Medical insurance is available for employees through the local Chamber of Commerce. The cost of the insurance is the responsibility of the employee unless otherwise negotiated as a part of the salary compensation package.
6. JURY DUTY: Leave for jury duty will be granted to full time staff at full pay.
7. SICK DAYS: Full time salaried employees are eligible for sick days accruing at 1.25 days per months worked, not to exceed 100 days. Sick days may be used for illness in the immediate family or for funeral leave. Employees with prorated benefits are eligible for sick days accruing as a percentage of a full time salaried employee (32.5 hours per week.)
8. VACATION

Paid vacation is a benefit for all full time salaried employees and employees with prorated benefits. Paid vacation leave is granted to full time salaried employees as follows unless otherwise negotiated as part of a compensatory package:

 - a. One to five years of employment: ten days
 - b. Over five years of employment: ten days plus one day per year with a maximum of twenty days.
 - c. There will be no carryover from year to year

Employees with prorated benefits are eligible for vacation accruing as a percentage of a full time salaried employee (32.5 hours per week.)

It is expected that an employee will schedule vacation time in advance with the Library Director to ensure proper library coverage.

9. PERSONAL DAYS: All full time salaried employees are eligible for two personal days per year. If possible, they shall be scheduled in advance. Part time employees and employees with prorated benefits are not eligible for personal days.
10. RETIREMENT: A deferred compensation 403(B) plan is available on a voluntary basis to all full time salaried employees and prorated employees.
11. LEAVE WITHOUT PAY: Leave without pay will be allowed when adequate staffing is available and such leave will not interfere with the operation of the library.
12. PAID HOLIDAYS: The following holidays are recognized as paid holidays:
 - New Year's Day
 - Martin Luther King Jr. Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day weekend
 - Columbus Day
 - Veteran's Day
 - Thanksgiving Day
 - Christmas Day

Holidays that fall on Saturday or Sunday and are not observed during the regular work week will be forfeited. The Board of Trustees may approve early closing of the library before a holiday.

13. ANNUAL LETTER/SALARY INCREASE NOTIFICATIONS:

All salary increases shall be reviewed and approved by the Board of Trustees prior to the Annual Meeting for final approval.

After the approval of the budget at the Annual Meeting in January, but not later than the following February 15, each employee shall receive a letter from the Library Director acknowledging their contribution and performance during the preceding year. If there is a salary increase for the upcoming calendar year, such increase will be detailed in the letter.

14. PERFORMANCE EVALUATIONS: The Library Director is responsible for overall supervision and review of the staffs' performance of their job duties and adherence to the policies and procedures. In the event that deficiencies in an employee's performance or lack of adherence to the policies and procedures needs to be addressed, the following steps will be taken:

- a. An informal private meeting will be held by the Library Director with the employee to address those concerns. The Library Director will keep a record of this meeting in the employee's personnel file.

b. If the Library Director perceives the problem still exists after the informal meeting, a second meeting will be held with the employee. Written directions will be given to the employee at this meeting as to what is needed to correct the problem(s) and what timeframe is allowed for improvement. A copy of this directive will be kept in the employee's file.

c. If there continues to be no improvement in the employee's performance, the Library Director, after a discussion with the Personnel Committee chair and/or the President of the Board, may convene a meeting with the employee to discuss further corrective steps or the employee's continued employment with the library. The Personnel Committee chair and/or the President of the Board shall attend this meeting.

IV. RECORD KEEPING:

The Library Director is responsible for a reporting system to track sick and vacation time for all full time salaried employees and employees with prorated benefits.

The Library Director shall maintain a personnel file for each employee with pertinent information including details regarding negotiated medical benefits, vacation and sick time used, retirement reports, IRS forms and any correspondence related to the employee.

V. CONFLICT RESOLUTION

In all workplaces occasional conflicts arise, whether with supervisors or colleagues. Ideally, all such conflicts can be resolved by professional and informal discussions between the affected parties. However, when this is not possible, or when an employee feels that the workplace atmosphere is deleterious to professional performance of his or her duties, the following process may be used:

1. When a conflict with a colleague is not able to be resolved through informal discussion among those concerned, one of the parties may ask for a meeting with the Library Director and the individual(s) with whom the conflict is occurring. If the Library Director feels that such a meeting is needed, a meeting will be scheduled at the earliest convenient time for all parties. However, if the Library Director, after due consideration and investigation, feels that a meeting is not necessary, the Library Director is not required to resolve the issue in this manner.
2. If a meeting is held, each party may present his or her concerns and the Library Director may offer either written or oral direction to the employee(s). Should this outcome be unsatisfactory to one or more of the employees, the Library Director will

convene a meeting with the employee(s) and the Personnel Committee for further discussion and recommendation. The final arbiter in any dispute shall be the library Board of Trustees.

3. If the Library Director has concern about a conflict within the organization which may interfere with his or her ability to professionally carry out his or her job, the Library Director may discuss this concern with the library Board President informally or with the Chair of the Personnel Committee. After such discussion, the Board President or the Personnel Committee Chair may informally pursue a solution to address the concern. However, if following such a discussion the problem is not resolved, the Library Director may request a meeting with the library Board of Trustees to present his or her concerns in a closed session. The library Board of Trustees shall be convened at the earliest convenience to address the matter and shall be the final arbiter in the resolution of the conflict.

Saranac Lake Free Library
PERSONNEL POSITION DESCRIPTION
LIBRARY DIRECTOR

POSITION DESCRIPTION

Has overall charge and management of the library. Takes an active role in the provision of professional library services. Position includes general supervision and evaluation of all staff, management of budget and bookkeeping activities. This position reports to the library Board of Trustees.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from a school accredited by the American Library Association (ALA) or recognized by the New York State Education Department, and three to six years of professional library experience, one year of which must be supervisory or administrative.

POSITION REQUIREMENTS

- Thorough knowledge of principles and practices of library science
- Thorough knowledge of library organization, procedures, policies aims and services
- Thorough knowledge of the applications of computer technology to library operations
- Thorough knowledge of library materials and collection development issues
- Thorough knowledge of library administrative practices
- Thorough knowledge of business accounting principles and practices
- Ability to develop and carry out library policies and procedures
- Ability to train and supervise library staff
- Ability to plan and coordinate the work of others

- Ability to exercise leadership and motivate others
- Ability to read and comprehend library research
- Ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly
- Ability to establish effective working relationships with community organizations
- Ability to express ideas clearly and effectively both orally and in writing to groups and individuals

POSITION RESPONSIBILITIES

- Develops library budget and supervises expenditures of library funds and the collection of library revenues and grant administration
- Prepares annual NYS report, Federal and state tax deposits, quarterly SUI, Federal and state tax reports, payroll administration, payment of bills and balancing of accounts
- Develops and evaluates plans for library services, evaluating the effectiveness of the library services and programs in relation to the changing needs of the community
- Review and/or develop policies and procedures for the efficient and effective operation of the library
- Administers personnel policies; evaluates staffing needs and recommends appointments, promotions, dismissals, and salary increases. Oversees the work and training of library personnel
- Represents the library before governmental agencies and community groups in seeking financial resources for the library
- Oversees the maintenance of library property and recommends repairs, alterations and new construction
- Administers the purchase and selection of library materials
- Performs online data searches and search training
- Provides reference and reader's advisory services to library users
- Recommends and administers public relations programs
- Assists in preparation of annual report, annual request for funding and membership drive, and preparation of the 5-year plan
- Prepares a Director's Report and Budget Report for the Board of Trustees meetings
- Keeps informed of professional developments through attendance and participation in professional organizations, system meetings, workshops, continuing ed. programs and reading professional materials

Saranac Lake Free Library
PERSONNEL POSITION DESCRIPTION

ADIRONDACK RESEARCH ROOM CURATOR

POSITION DESCRIPTION

Overall responsibility for supervision of the Adirondack Research Room volunteers and maintenance of library's historical collections including acquisition and cataloging materials for use by patrons. Position under the direct supervision of the Library Director.

MINIMUM QUALIFICATIONS

Bachelor's Degree with relevant experience or Master's Degree in a related field.

POSITION REQUIREMENTS

- Ability to plan, coordinate, train and supervise volunteers
- Good attention to detail and ability to consistently follow procedures
- Good reading, writing, speaking and public relations skills
- Working knowledge of basic computer systems

- Ability to assist with reference sources
- Ability to carry out assignments independently in an efficient and effective manner
- Ability to use tact and courtesy in dealing with staff and the public

POSITION RESPONSIBILITIES

- Prompt and accurate response to inquiries via email, telephone, mail and in person
- Maintain accurate account of monies associated with the Adirondack Research Room
- Maintain collection management policy for the acquisition or donation of materials
- Aid patrons in finding information
- Maintain and update photograph collection
- Provide copies of photographs to patrons upon request
- Apply for grant monies
- Provide good care, security, storage and handling of all collection materials
- Maintain a quiet work atmosphere for patrons
- Attend workshops for digitization, upgrading computers, and keeping up with technology and techniques of archival storage and preservation

Saranac Lake Free Library
PERSONNEL POSITION DESCRIPTION
LIBRARY ASSISTANT

POSITION DESCRIPTION

Position involves performance of paraprofessional librarian duties with supervisory responsibilities in support of library operations. Duties are performed under the direct supervision of the Library Director.

MINIMUM QUALIFICATIONS

Bachelor’s Degree from an accredited college or university.

POSITION REQUIREMENTS

- Ability to operate independently within prescribed responsibilities in an environment where there are frequent interruptions
- Good attention to detail with ability to independently follow complex oral and written instructions and procedures in an efficient and effective manner
- Working knowledge of office terminology, procedures and equipment as applied to library functions
- Working knowledge of library services, practices, policies and procedures
- Working knowledge of library filing and shelving rules

- Good reading, writing, speaking and public relations skills
- Working knowledge of basic computer systems
- Working knowledge of alphanumeric keyboards such as a typewriter or computer terminal
- Ability to assist with basic reference sources
- Ability to plan, coordinate, and supervise the work of subordinates and volunteers
- Ability to use tact and courtesy in dealing with the staff and public

POSITION RESPONSIBILITIES

- Assists Library Director with development of general collections
- Oversees the cataloging and processing of general collections
- Circulation desk duties with reserve and overflow functions
- Supervises sending overdue notices
- Assists with providing reference services of a directional nature
- Creates press releases, meeting notices and other public relations material for release to the media
- Acknowledges and maintains records of memorial donations
- Opens and date-stamps incoming mail
- Assists with preparation of the Annual Report
- Prepares library exhibits and displays
- Supervision of Library Clerk, Pages, student and upstairs volunteers who shelve materials, process books and perform a variety of tasks
- Development and maintenance of volunteer work forms

Saranac Lake Free Library
PERSONNEL POSITION DESCRIPTION
PRINCIPAL LIBRARY CLERK

POSITION DESCRIPTION

Position involves circulation desk duties, performance of specialized clerical duties and supervision of subordinates and volunteers in support of library operations. Duties are performed under the direct supervision of the Library Director or Library Assistant.

MINIMUM QUALIFICATIONS

Associate's Degree or high school diploma with relevant experience.

POSITION REQUIREMENTS

- Ability to operate independently within prescribed responsibilities in an environment where there are frequent interruptions
- Good attention to detail with ability to independently follow complex oral and written instructions and procedures in an efficient and effective manner
- Thorough knowledge of office terminology, procedures and equipment as applied to library clerical duties
- Working knowledge of business arithmetic
- Working knowledge of library services, practices, policies and procedures
- Working knowledge of library filing and shelving rules
- Good reading, writing, speaking and public relations skills

- Working knowledge of basic computer systems
- Working knowledge of alphanumeric keyboards such as a typewriter or computer terminal
- Ability to assist with basic reference sources
- Ability to plan, coordinate, and supervise the work of subordinates and volunteers
- Ability to use tact and courtesy in dealing with the staff and public

POSITION RESPONSIBILITIES

- Collection development and cataloging of children’s books
- Collection development and cataloging of audio and video items
- Circulation desk duties with reserve and overflow functions
- Complex clerical library functions involving record maintenance and compilation statistical reports
- Provides reference services for patrons of a directional nature
- Processing incoming and outgoing inter-library loans
- Answering telephone and telephoning patrons to deliver messages or information on library materials
- Operation of office machinery such as copier or fax machines
- Assists with preparation of the Annual Report
- Assigning and depositing incoming monies to correct accounts
- Supervision of Library Clerk, Pages, student and upstairs volunteers who shelve materials, process books and perform a variety of tasks
- Oversees programs for children
- Application of computer graphics for brochures, Annual Report, posters, etc.

Saranac Lake Free Library
PERSONNEL POSITION DESCRIPTION
LIBRARY CLERK

POSITION DESCRIPTION

Position involves circulation desk duties, performance of routine clerical work in support of library operations. Duties are performed under the general supervision of the Library Director and direct supervision of the Principal Library Clerk or Library Assistant.

MINIMUM QUALIFICATIONS

Associate’s Degree or high school diploma with relevant experience.

POSITION REQUIREMENTS

- Ability to carry out assignments in an environment where there are frequent interruptions
- Good attention to detail and ability to follow directions and procedures consistently

- Good reading, writing, speaking and public relations skills
- Working knowledge of basic computer systems
- Ability to use tact and courtesy in dealing with the staff and public

POSITION RESPONSIBILITIES

- Performs routine circulation, reserve and overdue functions
- General office duties such as typing cards, lists, labels or short entries on forms
- Answering telephone and telephoning patrons to deliver messages or information on library materials
- Operation of office machinery such as copier or fax machines

Saranac Lake Free Library
PERSONNEL POSITION DESCRIPTION
LIBRARY PAGE

POSITION DESCRIPTION

Position involves circulation desk duties and assigned clerical tasks in support of library operations. Duties are performed under the general supervision of the Library Director and direct supervision of the Principal Library Clerk or Library Assistant.

MINIMUM QUALIFICATIONS

Junior in high school

POSITION REQUIREMENTS

- Ability to carry out assignments in an environment where there are frequent interruptions

- Good attention to detail and ability to follow directions and procedures consistently
- Good reading, writing, speaking and public relations skills
- Working knowledge of basic computer systems
- Ability to use tact and courtesy in dealing with the staff and public

POSITION RESPONSIBILITIES

- Performs routine circulation, reserve and overdue functions
- Answering telephone and telephoning patrons to deliver messages or information on library materials
- Assists in mailing of overdue notices and other clerical work as assigned

Saranac Lake Free Library

SECTION 4 SUBSECTION 6 FINANCE

I. BUDGET

The Saranac Lake Free Library will operate with a budget prepared annually by the Finance Committee of the Board of Trustees with participation by the Library Director and approved by the Board of Trustees. The budget will be presented at the Annual Membership Meeting on the fourth Thursday in January.

II. RECORDS AND REPORTS

The library will maintain adequate records of all library financial operations including income, expenses, bank accounts and investments following established accounting practices and procedures.

The Library Director will provide at each regular meeting of the Board of Trustees a written report indicating the current year to date position of each budgetary line item including budgeted amount, receipts, expenditures and remaining budget amount.

III. BANK ACCOUNTS

The library will maintain a bank account for general operating income and expenses. A separate bank account or line item will be maintained for memorial contribution to be used for the purchase of materials or in such way as designated by the contributor. The Library Director, Treasurer and President of the Board of Trustees will be authorized to write checks on these accounts.

The Library Director will provide a monthly detailed reconciliation report along with the bank statement to the Treasurer for review.

IV. INVESTMENTS

The Board of Trustees authorizes the Treasurer to invest funds on behalf of the library in consultation with the Library Director and the Finance Committee. It is the policy of the Board of Trustees to invest funds in a manner which will guarantee the maximum security and return on investment. The Treasurer shall ensure that sufficient liquidity is maintained to meet the fiscal operating requirements of the library.

Contributions received in the form of securities will be sold on receipt and the proceeds invested as approved by the Finance Committee.

Sufficient funds will be deposited in a money market fund for use in the operating budget. If such earnings exceed the budgeted amount they will be reinvested in a manner approved by the Finance Committee.

Special or restricted bequests will be deposited in separate accounts, not co-mingled with general endowment funds, in such a way as to guarantee preservation of capital with maximum yield.

The Library Director shall be authorized to make deposits into appropriate library accounts. Such deposits include but are not limited to donations, gifts and grants.

V. INTERNAL AUDIT OF RECORDS

An annual internal audit will be conducted by the Finance Committee and will include, but not be restricted to, a comparison of bank reconciliation statements with bank statements, a review of bank account activity for unusual entries, a review of cancelled checks and activity against the budget. Quarterly statements provided by the investment advisor shall be compared with statement of balances shown in the general ledger.

Internal audit will be conducted following Internal Control and Audit Routines Form (Form 05-06-01).

The internal audit will be completed after the close of the fiscal year and prior to the Annual Membership Meeting in January. A report of audit findings will be given at the next Board of Trustees meeting following the internal audit.

The Treasurer with approval of the library Board of Trustees shall periodically arrange for a professional external audit to supplant the internal audit.

Library policy requires that the person who reconciles the bank accounts shall not be the person who prepares bank deposits or who opens mail and/or receives cash and that each employee's duties should be handled by another employee at least once a year.

VI. INCOMING MAIL

A designated employee, other than the Library Director, will open all incoming mail and stamp all invoices with a “*Received Date*” stamp and all checks with a “*For Deposit Only*” stamp. These items are then given to the Library Director for processing.

VII. FUND RAISING/MEMBERSHIP

The Board of Trustees will establish membership donation levels. Annually an ad hoc Membership Committee will be formed for the mailing of membership solicitation letters in May. Membership income will be identified as such and deposited in the operating account.

VIII. EXPENDITURES

Normal monthly operating expenses, including routine purchase of library books and materials within the approved budget shall be reviewed and approved by the Library Director.

The purchase of goods, other than books, over \$1,000 shall require completion of a purchase order (Form 05-06-02). This includes the purchase of services regardless of cost that involve labor and materials or contracts, whether or not they are in the budget.

Approval by the Board of Trustees must be obtained for any expenditures over the annual budgeted amount. In the event that the library receives a grant or gift to purchase a specific item(s) not included in the annual budget, the Library Director will inform the Board President, Vice President and Treasurer of the library’s intention to make the expenditure and await consent from two of the informed officers prior to making the purchase. Board approval will be requested retroactively at the next scheduled Board meeting.

Purchases under \$1,000 shall be made by check or library debit card. Debit card purchases require completion of the Debit Card form (Form 05-06-03) and with paperwork kept in a separate file.

IX. ADIRONDACK RESEARCH ROOM

A separate investment account and a separate bank account will be maintained for the Adirondack Research Room. The Library Director will be responsible for the management of the bank account and will maintain adequate records and make regular reports on the financial status of the Adirondack Research Room. The Finance Committee will be responsible for the investment account.

Staff in the Adirondack Research Room will follow the same general procedures as outlined for the library.

Adopted by the Board November 14, 2011
Revised September 21, 2015
Supersedes all previous revisions

Saranac Lake Free Library
109 Main Street
Saranac Lake, NY 12983
518-891-4190

PURCHASE ORDER

Date of this Purchase Order _____ **Purchase Order No.** _____

Vendor _____

Name

Address

City, State, zip

Phone number

Contact Name

AMOUNT OF THIS PURCHASE ORDER:

\$ _____ **AMOUNT IN WORDS:** _____

DESCRIPTION OF PURCHASE:

This purchase was reviewed and approved by the following committee:

This purchase was recommended by:

_____ (Name)

Authorized by: _____
Signature Title

Payment terms: _____

Liability Certificate: _____ Sales Tax Exemption given to vendor Y/N

FOR OFFICE USE ONLY:

Original to vendor Copy for office Copy to Treasurer

Saranac Lake Free Library
SECTION 4
SUBSECTION 7
EDUCATION PROGRAMS

Saranac Lake Free Library
SECTION 4
SUBSECTION 8
BUILDING AND GROUNDS

MISSION

To provide planning and execution of all maintenance and repairs as well as any capital expansion projects in order to achieve a result that is within budget and meets the needs of the library facility and its occupants/users. This committee is also responsible for preparing, updating, and executing a long term plan for facility maintenance and repair.

PROCEDURE

The Building and Grounds Committee will identify the scope of work to be performed, write it up and either put it out for bid or negotiate the work with a reputable, insured contractor. In the case of structural or extraordinarily technical work, professional services may be utilized.

LONG TERM PLAN (Last updated April 7, 2004)

YEAR	ESTIMATED COST
2004-2005	
Purchase and install storm windows for Children's Room	\$1500 (Complete 2005)

Finalize repair to roof drain connection to village storm sewer	\$3,000 (Complete 2005)
Repair roof drain on old part of building	\$ 700 (Complete 2005)
Install handrail on front stairs	\$ 500 (Complete 2005)
Improve lighting in Children's Room	\$1,500 (Complete 2006)
Replace ballasts in Reference area	\$ 700 (Complete 2006)

2006-2007

Replace ballasts in Reading area	\$1,100 (Complete 2006)
----------------------------------	-------------------------

2008-2009

Remove and replace flat roof on oldest section of building	\$8,500 (Complete 2007)
Replace ballasts in Cantwell Room	\$1,500 (Complete 2007)

2010 and beyond

New boiler and chimney liner	\$6,000 (Complete 2006)
New oil tanks	\$5,000

Saranac Lake Free Library
SECTION 4
SUBSECTION 9
ADIRONDACK RESEARCH ROOM

Saranac Lake Free Library
109 Main Street
Saranac Lake, NY 12983
518-891-4190

**ADIRONDACK RESEARCH ROOM
PERMISSION FORM AND LETTER OF AGREEMENT FOR PHOTOGRAPH USE**

The copyright status of photographs and audiovisual materials is often difficult to determine because it is affected by such things as the employment status of the photographer, the date material was created, the date material was first published, and what information accompanied the first publication. The Adirondack Research Room of the Saranac Lake Free Library has not determined copyright status for many of the photographs and audiovisual materials in our collection. Therefore, the Saranac Lake Free Library is acting only as the owner of the physical original.

PLEASE NOTE:

- ✓ The Saranac Lake Free Library is not responsible for either determining the copyright status of the image(s) or for securing copyright permission.

- ✓ Permission is for *One Time Fair Use Only*. Any subsequent use must be requested in writing.
- ✓ Users of materials are required to complete and return the Permission Form.
- ✓ The Adirondack Research Room charges fees in order to support the maintenance of the Adirondack Research Room Collection. Fees will be determined from the information on the Permission Form.

Please read, supply the requested information, sign and return this form to the Adirondack Research Room at the Saranac Lake Free Library.

Please print or type:

NAME: _____ **PHONE:** _____

ORGANIZATION: _____

ADDRESS: _____

EMAIL: _____

TYPE OF USER/PURPOSE OF USE: _____

TYPE OF USER/PURPOSE OR USE (CHECK ALL THAT APPLY WITHIN SINGLE USER TYPE)

A. Individual or Student, for private or educational purposes:

() for private study () for school paper () for school multimedia project () for use in home
 () other _____

B. Educator, educational institution, or Non-Profit educational purposes:

() book () exhibit () periodical () film () poster () video tape () website () CD ROM
 () other _____

Non-profit fee eligibility: We support the mission of non-profit organizations by providing reduced rates for scans. Non-profit fees are applicable only to those organizations able to prove legal non-profit status by providing suitable documentation such as Tax Exempt certificates or lets of identification.

C. Commercial purpose:

Category 1: Illustration of mainly textural material for publication or presentation:

() book () periodical () slide show () CD ROM () website () decorative display
 OR

Use within broadcast or sale of:

() video tape () motion picture () television

Category 2: Use of image where image is the main or sole product:

() postcard () poster () note cards () calendars () prints

() other _____

For educational, non-profit and commercial uses, please complete the following:

Proposed Title: _____

Publisher/Producer: _____

Publisher/Producer's Address: _____

Tentative publishing/release date: _____

For web use, describe how the image(s) will be used and dates to be used: _____

URL: _____

I/we request permission for the *One Time Use* (subsequent use requires reapplication) of the photographs listed on this Permission Form for the specific purpose listed and have read and agree to abide by the following:

TERMS AND CONDITIONS

1. **Rights:** The Adirondack Research Room does not claim exclusive ownership of the rights to all images in our collection. We are simply granting permission to use images from our collection.
2. **Loans:** Under no circumstances will the Adirondack Research Room materials be loaned.
3. **Use:** Permission is for use worldwide and in all languages, but *ONLY* for the purpose stated on the form. The images may be used in direct promotion of the work, but wider use or use in subsequent editions will require renegotiation.
4. **Fees:** The Adirondack Research Room charges fees to support the preservation and maintenance of our collection. Fees must be paid in full when the order is submitted.
5. **Credit Line:** The credit line must read "*Courtesy of the Adirondack Collection, Saranac Lake Free Library*". If a catalog or plate number of photographer name exists for an image, this information must also appear on the credit line, unless a specific waiver is received from the Adirondack Research Room Committee.
6. **Endorsement:** Use of materials from the Adirondack Research Room does not imply that the Saranac Lake Free Library endorses any product, enterprise, opinions, or confirms the accuracy of any content on the site, in publication and broadcast.
7. **Website Use:** Images may be distributed via the internet, as part of a single online display, exhibit, site or online collection. Any additional use of the image(s) will require renegotiation.

Note: In regard to resolution, the Adirondack Research Room normally will not allow an image higher than 72 dpi to be placed on a website. Arrangements for higher resolution

must be made with the Adirondack Research Room Committee. There must be a credit line placed near the image which reads ““*Courtesy of the Adirondack Room, Saranac Lake Free Library. Copy and reuse restrictions apply*”.”

8. **Adirondack Research Room Copy:** One copy of the published work, including motion pictures and video tapes, in which the photographic copy appears, will be donated to the Adirondack Room Collection.
9. **Noncompliance:** The Adirondack Research Room reserves the right to refuse to grant permission and/or provide photo reproduction and audiovisual services to anyone who has not complied with our policies.
Note: The user is responsible for conforming within the laws of copyright which may be involved with the use of these materials.
10. **Indemnity:** The applicant agrees to indemnify and hold harmless the Saranac Lake Free Library, its Board of Trustees, employees, and volunteers for all claims and damages, including all legal fees and disbursements and other professional fees, howsoever arising, directly or indirectly, under this agreement.

I have read, accept and agree to abide by the conditions listed above:

Requested by (signature): _____ **Date:** _____

Name/Title (please print): _____

Approved by Adirondack Research Room rep: _____

FEE SCHEDULE

The following fees will be assessed for the use of photographs and audiovisual materials from the Adirondack Research Room Collection. When the completed Permission Form is returned, an invoice will be issued for use fee charges. **The charges must be paid in full before orders will be processed. Fees will NOT be refunded.**

Photocopy	\$.15 per copy
Color photocopy	\$3.50 for first, \$1.06 for Each additional up to 10 copies
72 dpi preview scan, emailed	\$5.00
100 dpi JPEG scan, up to 5 images burned to CDROM or emailed	\$10.00 each
100 dpi JPEG scan, more than 5 images burned to CDROM or emailed	\$20.00 each

300 or more dpi TIFF scan, burned onto a CDROM (Type of Use/Category of User, see page 2)

Personal Use/Student Use	\$10.00
Educator, Educational Institution, non-profit institution For non-profit, educational purposes	\$10.00

Commercial purposes	
Category 1:	\$25.00 per image
Category 2:	\$500 for up to 15 images

FILM/VIDEO FOOTAGE

Educator, Educational Institution, non-profit	cost of reproduction plus \$10.00
Commercial purposes	\$200 under 5 min./\$500 over 5 min

AUDIO RECORDINGS

All categories of usage	cost of reproduction plus \$10.00
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Turn-around time: Usual turn-around time for an order of up to 20 images is TWO WEEKS. Two business days turn-around is available for orders up to 5 images and 5 business days turn-around for 6-10 images. **Add 50% to the appropriate fee(s).**

**Proposed photograph use discount for authors
(December 9, 2007)**

Starting fee is \$25.00 per image with minimum final fee of \$10.00 per image.

Discount \$2.00 if reside or pay taxes in the Saranac Lake School District.

Discount \$3.00 if a donation of materials to the Adirondack Research Room for accession or sale with fair market value of \$100.00 or more in the past year.

Discount \$3.00 if a current member of SLFL, having given at least the suggested donation of \$35.00.

Discount \$3.00 if a SLFL volunteer who has worked less than 50 hours in the past year,
OR

Discount \$4.00 if a SLFL volunteer who has worked more than 50 hours in the past year,
OR

Discount \$5.00 if a SLFL volunteer who has worked more than 100 hours in the past year,

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CANTWELL & DICKERT ROOM USE POLICY

{Approved by the Board of Trustees 11/14/11}

The Cantwell Community Room and the Dickert Room of the Saranac Lake Free Library may be used by recognized local, not-for-profit, non-religious, non-political groups or organizations for educational, informational, or public service functions providing those meetings are open, free to the public and do not involve fundraising activities other than for the Saranac Lake Free Library.

Please leave the room in the condition that you found it. If you rearrange the rooms for your meeting, please put it back to the original arrangement.

Ask for directions about the heating system, if required

Before you leave:

- Turn off all the lights
- Check the outside door carefully to make sure that it is locked
- Remove any wet garbage you may have produced if food was served

The rental charge must be paid upon, or prior to, use. We do not invoice for room use. Please ask for a receipt if needed. Charges are:

Cantwell Room

Dickert Room

\$10 for groups of 10 or fewer
 \$20 for groups of 11-50 people
 \$25 for groups of 51 people and above

\$25 for groups of 12 or fewer

There is an additional \$5 charge for kitchen use

The key may be picked up the day of the facility use and must be placed in the book bank following the meeting. For early morning meetings and on days that the library is closed, the key may be picked up before closing the day before the scheduled meeting.

There is an alarm activation fee of \$25.00, so please observe all posted signs.

9/20/10
 Revised 11/20/12

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CANTWELL & DICKERT ROOM USE REQUEST FORM

NAME OF GROUP: _____

PURPOSE OF MEETING: _____

RESPONSIBLE PERSON: _____ **PHONE:** _____

NUMBER OF PERSON IN GROUP: _____

ROOM(S) REQUESTED FOR USE: _____

DATE OF MEETING: _____ **TIME OF MEETING:** _____

DO YOU NEED WHEELCHAIR ACCESSIBILITY?* _____ **YES** _____ **NO**

WILL THE KITCHEN BE USED? _____ **YES** _____ **NO**

RENTAL CHARGE: \$ _____

SIGNATURE: _____ **DATE:** _____

_____ **I have received a copy of the Room Use Policy**

*** Wheelchair accessibility may be limited during snow season due to snow falling off the roof. User must consult with staff prior to use in the winter.**

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DISPLAY AND EXHIBIT POLICY

(Adopted by the Board of Trustees 11/13/2001)

Public forum spaces are available as a service to the community for display and exhibit purposes. The library does not advocate or endorse the viewpoints of the exhibits or exhibitors.

Display and exhibit areas of the library are restricted to a community notice board and two glass display cases. The Cantwell Community Room is covered under a separate policy.

Library-sponsored displays and exhibits have priority. The library reserves the right to preempt these spaces.

Space is available to individuals or groups, upon request, for the purpose of educational, informational, or cultural displays or exhibits. The Exhibit Space Reservation Form must be filled in and signed by the individual or group representative. All age groups use the library soon a

regular basis; therefore, it is expected that proposed exhibits will demonstrate good taste and common sense and be appropriate for a public library.

Displays may not be used for advertising, political or commercial purposes. No prices may be affixed to the exhibited items; an inventory of displayed items and their retail or replacement costs should be made available to the library. The library assumes no liability for items of value or for loss or breakage.

Exhibits must present no fire, safety or personal hazard.

The name, address, and telephone number of the sponsor/exhibitor or the exhibitor's authorized representative will be made available to any patron upon request. Identification of the exhibitor must accompany the display on a card at least 5" X 7". Exhibitors are encouraged to provide information pertinent to their displays for the education of viewers.

Mounting and disassembling exhibits must be done during regular library hours and will be the responsibility of the exhibitor; the library is not able to provide staff for this purpose. The library cannot provide storage space for display items.

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EXHIBITING IN THE CANTWELL COMMUNITY ROOM AGREEMENT FORM

Enclosed are two copies of agreement. Sign one and mail back to the library, keep one copy. Calendar also enclosed.

Gallery Coordinator/Contact information: _____

The Gallery Coordinator is responsible for arranging and booking exhibits, creating the annual calendar, hanging community show(s), and offering assistance, when needed, to individuals, groups and/or organization. The library announces show information in its monthly *Adirondack Daily Enterprise* "Library Notes".

A nominal fee of 15% will be charged for works sold during the show, payable within 30 days of the show's closing, from those whose work is sold during the show. Please identify as art show contribution. The Cantwell Community Room is a multi-use room open to the public. It is not continually supervised by library staff or volunteers. The library, its Board of Trustees, staff, volunteers and gallery coordinator assume no responsibility for the safety of works hung.

Show Name: _____

(unless you change what is written above, this is the title that will be used for the annual art exhibit calendar.)

Put-up Date: _____ Opening Date: _____

Closing Date: _____ Take-down Date: _____

Person(s) or organization(s) (hereafter "artist") showing works have the following responsibilities. The minimum you must do is hang and take down your show and label each of the pieces.

- **Book your put-up, reception, and take-down hours to guarantee room availability.** Reserve your hours at the main desk by asking for the Cantwell Community Room calendar book and list your name, show name, and phone number on date(s). The room is frequently reserved for non-profit and small group meetings.
_____ put-up _____ reception _____ take-down
- **Compose your press release and event listing (for reception)**
 - Submit a photo with press release of one of your works to the *Adirondack Daily Enterprise* and/or *Press Republican*
 - Mail, fax, email or hand deliver press release, event listing and/or photo. Besides the two papers listed above, listings can also go to the local radio stations and *The Lake Placid News*
- **The art show sign outside the library hangs year-round. If you wish to make your own, contact the gallery coordinator.**
- **Hang show.**
 - Bring all hanging materials and tools, nails (small as possible) hammer, glass cleaner, etc. Provide show labels: name of piece, medium(s) used, artist name (for group shows), date, price (can be listed on label and/or price list-typically only on price list)
- **Reception:** At the discretion of the artist. Notify the gallery coordinator if you are not going to have a reception and/or during June-Sept. your reception is a different date than the Third Thursday Gallery Walk.
- **Other Items:**
 - Remember to book the room
 - Provide food, drink, glasses, napkins, tablecloths, music, etc.
 - Prepare room for reception and leave it as you found it
 - Send out invitations
- **Price list**
 - At the discretion of the artist
 - At the discretion of the artist
 - Sales/pricing at the discretion of the artist. List your contact information on your bio and/or price list so people can contact you

I/we have read, understand, and accept the conditions and responsibilities listed above.

Signature, Primary Show Contact/Representative

Date: _____

Phone number/email

Address

Name of Organization, if representing organization

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INTERNET USE POLICY

The Saranac Lake Free Library provides computers with unfiltered access to the internet.

- ☐ There is a 45 minute per person, per day, time limit. Contact a staff person if more time is required. The computer will reboot at 45 minutes and all material will be lost.
- ☐ Children under the age of 14 must have a parent's signature on this form.
- ☐ Parents/guardians/caregivers are urged to work with their children in the proper use of the internet and its resources. Children's internet use is the responsibility of the parent, not the library staff.
- ☐ The library is committed to providing an environment free from sexual harassment. Do not display on screen and/or printer materials which others may find objectionable.

- ☐ Use of the internet is a privilege, not a right. The library staff reserves the right to end an internet session at any time for inappropriate behavior.
- ☐ There is a 15 cent per page charge for printing. Large graphics are charged 50 cents.
- ☐ **A note of caution!** The nature of a public library and the location of computers in public areas make it impossible to assure privacy or confidentiality of use.
- ☐ **Users may not change, alter, install or delete any programs on the library's computers.**
- ☐ **Failure to comply with any of these rules will result in the loss of privileges.**

I have read the above policy and agree to comply with it.

Signature: _____ **Date:** _____
 (Parent's signature if under age 14)

Print first and last name: _____

Approved by the Board of Trustees 4/11/05
 Revised 10/16/06
 Pending revision 12/7/09

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KINDLE AGREEMENT & GUIDELINES
 (Approved by the Board of Trustees 9/20/10)

My signature below indicates that I have read the Kindle Agreement & Guidelines and that I agree to abide by these conditions of use when using a Kindle from the Saranac Lake Free Library.

I agree to accept full responsibility for the Kindle while it is signed out to me.

I will not tamper with the Kindle, accessories, and digital books, attempt to load digital books, or attach any equipment to the Kindle.

I accept full financial liability for the Kindle and accessories, while it's signed out to me.

I agree to pay all costs associated with damage to, loss of or theft of the Kindle (\$415.00) while it is signed out to me.

I agree that the library may use any appropriate means to collect the amount owed for fees, damage, loss or theft.

I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Saranac Lake Free Library and will be added to my library account.

Use of a Saranac Lake Free Library Kindle is restricted to the Main Reading Room of the library. After use, the Kindle must be returned to the Main Circulation Desk.

I agree that failure to comply with any of these rules and guidelines will result in the loss of privilege of borrowing a Saranac Lake Free Library Kindle.

Patron Name: _____

Patron address: _____

Patron signature: _____

Date: _____ **Staff initials:** _____

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LIBRARY CODE OF CONDUCT

(Approved by the Board of Trustees 3/17/14)

1. All patrons are expected to conduct themselves in a quiet, orderly manner that is respectful of other patrons and the library staff.
2. Mutilation, vandalism or theft of library materials or property is prohibited by law and may be prosecuted.
3. Shirts, shoes and a reasonable level of personal hygiene are required.
4. Running, roughhousing and using offensive language are prohibited.
5. Use of any tobacco product is not allowed in the library or on library property.
6. Children under the age of 17 must be attended by an adult.

7. Loitering, soliciting, rollerblading and skateboarding are prohibited.
8. Telephones are for staff and emergency use only.
9. Excessive time in the rest rooms is prohibited.
10. Only certified service and therapy animals are allowed in the library. Animals left outside must be tied up and must not create a disturbance.
11. Animals and bicycles must not block walkways or doorways.

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STUDENT VOLUNTEER POLICY

(Approved by the Board of Trustees 5/12/03)

The Saranac Lake Free Library Board of Trustees supports middle and high school programs that encourage student volunteers. Student volunteers will work under the direction of the Volunteer Coordinator using the following guidelines:

1. The student should meet with the Volunteer Coordinator prior to the start of volunteering to set up a time and to receive a brief orientation about the job(s) s/he will be doing.
2. Jobs will include shelving easy books and videocassettes, straightening shelves, dusting shelves, cleaning books, cleaning plants, and completing appropriate tasks.
3. Students should come at the time that has been set up. If they are unable to come, they should call the Volunteer Coordinator at 891-4190 to let her know.

4. Students are encouraged to work for one hour sessions, once a week. Two hour sessions are the maximum. The library cannot accommodate students who need to make up many hours in a brief time.
5. In order to focus on the job, students are asked not to bring a friend.
6. During any given week, a maximum of 5 students may volunteer at the library. If the volunteer schedule is full, the student may check in a week or two for an opening.
7. If a student volunteer does not come for two weeks in a row without calling, his/her name will be removed from the volunteer list.

I have read the above policy and agree to the terms established by the Saranac Lake Free Library Board of Trustees

Name: _____ Date: _____

Class: _____ #of hours required: _____

<u>Date</u>	<u>Jobs</u>	<u>#of hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Volunteer Coordinator signature: _____ Total hours: _____

Date completed: _____

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**DEED OF GIFT MEMORANDUM ON
ALL DONATIONS/GIFTS/MANUSCRIPTS/BOOKS/IMAGE ACQUISITIONS
(Approved by the Board of Trustees 9/16/13)**

The following item(s) is/are hereby given unconditionally to the Saranac Lake Free Library (SLFL) of Saranac Lake, NY. By signing this memorandum I (we) understand that all donations/gifts/manuscripts/books/ image acquisitions are being given freely and without any restriction of use. The SLFL is unable to accept any item under the condition that it be placed permanently in the collection or that a collection of items be kept intact. I (we) also acknowledge that the SLFL may use all donations/gifts/manuscripts/books/ image acquisitions as the SLFL deems appropriate in order to continue research, services, programs and activities to the many users of the library.

Donation/Gift of:

Description of material:

Signature of Donor: _____ **Date:** _____

Address: _____

Accepted by (name and title): _____

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LEAVING A LEGACY
(Approved by the Board of Trustees 9/16/13)

Leaving a gift to the Saranac Lake Free Library in your will is a special way to continue helping the library. Some people choose to give a specific dollar amount or asset, while others give a percentage of the remainder of their estate. Bequests can also be made in memory of a person.

BEQUESTS

If you are considering including the Saranac Lake Free Library in your will, the following suggested language should be shared with your attorney:

"I give, devise and bequeath to the Saranac Lake Free Library, 109 Main Street, Saranac Lake, New York, 12983 the sum of \$_____ (or otherwise describe the gift or specify a percentage of the estate) to be used for its general purposes."

LIFE INSURANCE

Many people have existing life insurance policies that were purchased when they had young children that are no longer important to their families' financial security. A donor can simply change the beneficiary of such a policy to the Saranac Lake Free Library.

For more information about these gift giving opportunities, call the library at (518) 891-4190 and ask for the Library Director.

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COLLECTION OF CONTACT INFORMATION FOR LIBRARY EVENTS AND PROGRAMS

(Approved by the Board of Trustees 3/17/14)

The Saranac Lake Free Library conducts a number of programs, activities, services and events throughout the year. All services and events are made possible by the combined efforts of the volunteers and staff.

In the interest of maintaining services and events, all names and associated contact information collected for or during any Saranac Lake Free Library sponsored program or event will become the sole property of the Saranac Lake Free Library, not that of any individual. In addition,

individuals collecting such information on behalf of the Saranac Lake Free Library are required to deliver said information to the Library Director.

All lists of names and associated contact information will only be used for Saranac Lake Free Library events and will not be shared with any other individual or organization.

SARANAC LAKE FREE LIBRARY

SECTION 5 APPENDIX

1. Agreement between Willard B. Green, Jr. and Saranac Lake Free Library (1957, 2001)
2. Brief history of Saranac Lake Free Library (1856-1965)

AGREEMENT
WILLARD B. GREEN, JR. AND SARANAC LAKE FREE LIBRARY
(approved by the Board of Trustees, November 13, 2001)

REFERENCES:

1. AGREEMENT, EDMOND A. GUGGENHEIM, LORAIN D. GREEN and LILLIAN D. KOERNIG and SARANAC LAKE FREE LIBRARY, Dated September 20, 1967.
2. ENDOWMENT AGREEMENT, EDMOND A. GUGGENHEIM, and SARANAC LAKE FREE LIBRARY, Dated September 20, 1967.

This agreement is made between Willard B. Green, Jr., the sole survivor of the persons mentioned in paragraph TWO of the above AGREEMENT (Reference 1) and the Saranac Lake Free Library.

The purpose of this agreement is to make modifications to the original document, AGREEMENT (Reference 1), to accommodate the needs of the present day library and assure the continuation of the Charles Dickert Memorial Collection of Mounted Wildlife.

All provisions of the above agreements will remain in effect unless specifically modified in this document.

The parties agree that in accordance with paragraph TWO of the above AGREEMENT (Reference 1), Willard B. Green, Jr. presently has sole and exclusive right to direct the use of the exhibit room and manner of housing, display and exhibit of the collection, per the original agreement. The parties further agree that Willard B. Green, Jr. may appoint successors not specifically mentioned in paragraph TWO of the above AGREEMENT (Reference 1). Willard B. Green III is hereby appointed as successor to Willard B. Green, Jr., upon his death or incapacity. Further successors may be named in the future by the person in control of the collection. It is the intention that future successors be blood relatives of Charles Dickert.

To accommodate further expansion of the Saranac Lake Free Library to better serve the community, major revisions are contemplated for the building presently being used for the exhibit. These include, but are not limited to, adding a second floor to the present exhibit room for library use, new display areas on the ground floor of the present exhibit room for the exhibit, new entrances, proper and reasonable light and heat for the exhibit, etc. These shall be at the expense of the Saranac Lake Free Library. Willard B. Green, Jr. or his successors shall be consulted in all matters that affect the museum.

The proper removal, storage and redisplay of the collection shall be at the expense of the Saranac Lake Free Library. The removal and redisplay shall be under the direct supervision of Willard B. Green, Jr. or his appointees. The method of storage shall be approved by Willard B. Green, Jr.

Paragraph FOUR is modified to add: "The exhibit room cannot be used for storage of any kind for any reason by any group or organization without written approval of the person in control of the exhibit."

Entrance locations specified in Paragraph FIVE will be revised by the proposed reconstruction and will be agreed upon between the parties. Location of signs for the exhibit will also be agreed upon between the parties.

Paragraph SIX is modified such that the Saranac Lake Free Library will assume responsibility for the security and maintenance of the newly created museum space. The collection remains under the control of Willard B. Green, Jr. or his successors. Further improvements to the collection or display will be at the expense of Willard B. Green, Jr. or his successors. The library

will make every effort to provide for increased public access to the museum collection during regular library hours.

A seat on the library Board of Trustees will be allocated to Willard B. Green, Jr. or his appointee or successor as Chairperson of the Dickert Museum. This will be a non-voting permanent seat to allow for better communication between the parties involved. However, a vote shall be granted for matters that directly concern the museum.

The Saranac Lake Free Library and Willard B. Green, Jr.'s successor in control will review this agreement ten years beyond the death of Willard B. Green, Jr. It can only be modified by mutual agreement of the two parties.

**BRIEF HISTORY
OF THE SARANAC LAKE FREE LIBRARY
(From a typed copy in the ARR; original by _____, c 1970)**

Donaldson's History of the Adirondacks complained that in 1856 there was a lack of books in Saranac Lake, and that as of 1855 there were only two or three hundred volumes at the Baker Hotel. This was near the house which is now the Robert Louis Stevenson Cottage.

Came 1880, Dr. Edward Livingston Trudeau helped form a reading club and out of this came a permanent library with \$700.00 capital, a plot of land of 1/20 of an acre on Main Street (which is now the Post Office Pharmacy) and for a while called the Franklin County Library.

This was later converted into the Adirondack Library in 1891, by the selling of the 1/20 of an acre of land on Main Street for \$1600, and moving the entire library to the parish house of St. Luke's Episcopal Church, easterly on Main Street, where the Rev. Walter H. Larom supervised the book collection.

In 1907, the Saranac Lake Free Library, the present corporate name, was chartered by the New York State Board of Regents and in December of that year, under the leadership of Mr. George V.W. Duryea, received sufficient funds to build a permanent home, on land which was purchased for \$2,000 from Dr. Lawrason Brown. This building was erected, beginning in October of 1909, sixty one years ago, and was completed in 1910. The cost of that building, completed and furnished, was \$7,500.

In 1924 Mr. Charles H. Ludington contributed over \$19,000 to build an addition on the north end of the library in memory of his wife. No physical growth had been made since that date until 1966, but the accumulation of books of more than forty years, and the vast collection of Adirondack history volumes, required an extension to take care of the circulation of over 50,000 books a year.

Following the year 1952, when William Chapman White, columnist of the New York Herald Tribune and the New York Times, and author of Adirondack Country, took a vital interest in the ninety feet of Adirondackana in the Saranac Lake Free Library, there came an interest in perpetuating and preserving the collection. After the death of Mr. White on November 28, 1956, the William Chapman White Fund was established to memorialize this interest which had received more than \$15,000, which was used to furnish the new Adirondack Room of the library following the new construction.

The library owns the Lawrason Brown collection of *Stevensoniana*, purchased by friends of the library and presented in 1956 in memory of William Morris.

In 1964, the Board of Trustees of the S.L. Free Library saw fit to start an application for a grant of Federal funds to build a necessary extension. A bequest of \$27,000 from the estate of Earl Lenier Gray, aided by pledges of \$20,000, plus the cost of a Library consultant from Mrs. Charles C. Harris, and the sum \$27,000 from Edmond A. Guggenheim for the Charles Dickert Memorial Wildlife Museum, placed the library in a position to ask for bids on its new building, designed by Distin and Wareham.

The land for the new building was acquired from the former Rehabilitation Guild. The committee formed from the Masonic Lodge at Saranac Lake raised more than \$6,000 in gifts to purchase the old Guild House and through the generosity of Mr. Guggenheim, the house was removed and the lot prepared for the building which started soon after October 10, 1966.

The vast majority of building funds needed by the library had been left under the wills of citizens and former residents of Saranac Lake. The charitable bequests have made it possible for the community to provide library service for the surrounding area, and for the students of North Country Community College and Paul Smiths College.

The library consultant who was retained is the foremost individual in the field, Joseph L. Wheeler of Benson, VT. Whose advice we followed.

The need for a Federal grant was based upon a new building to include all costs of \$107,160. In addition to that figure, the Guggenheim Natural History wing added the sum of \$37,000 which placed the total value of the building at \$145,000. The amount of the Federal grant requested and allotted with the aid of C-E-F Library was in the sum of \$37,506.

The building was opened January 8, 1968 and as predicted circulation increased from 24,000 volumes to 37,800 and juvenile circulation from 13,250 to 25,500, plus an increase of 868 borrowers that year.

A Federal grant at \$11,500 for cataloguing the Adirondack collection was awarded through C-E-F Library in July 1967 and the actual work started the following spring under the direction of Dorothy Plum. Dedication of the William Chapman White Memorial Adirondack Room took place on August 24, 1969 with Whitelaw Reid, August Hecksher and Dr. Francis Trudeau as the main speakers.

The Community Room has been a lively place, having been put into service for NCCC classes, as a meeting room for many organizations, the VIS Spring Clinic and during the past summer children's movies were presented bi-weekly to overflow crowds. Movie equipment has been purchased and a screen, high table and 100 feet of electric cable were donated by Joseph Harley, prize-winning amateur photographer.

An unusual collection of college chairs given by respective alumni can be seen and used in the longer area of the library. This haven for resting, relaxing and reading is a very popular spot.

Artists of the area have donated individual works to the library and Jonas Lie presented the large painting to the physicians of Saranac Lake in 1925 in appreciation. Among other famous artists represented are Amy Jones, Ray Ridabock, Harvey Brown and other former residents.

Recently a collection of porcelain birds and a display case were donated to the library by Mary Hodge O'Brian who taught here many years ago. Other recent gifts have included a large table, bronze statue and a painting by William L. Distin.

Every year the library receives a number of bequests from grateful readers. Some of these have been used in the building program and others have been and are being placed in the capital fund.