

SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES
Index Page

Section 1	Library Mission Mission of Committees
Section 2	Library Objectives
Section 3	Library Governance
Section 4	Library Operations 1. General Operating Procedure 2. Collections 3. Circulation 4. Reading and Accessory Rooms 5. Cantwell Community Room 6. Public Safety 7. Local School District 8. Community Relations 9. Volunteers
Section 5	Personnel Policies and Procedures Job Descriptions General Conditions of Employment
Section 6	Financial
Section 7	Educational Programs
Section 8	Building and Grounds
Section 9	Adirondack Room
Section 10	Five Year Plan
Section 11	Appendix

SARANAC LAKE FREE LIBRARY POLICIES AND PROCEDURES

SECTION 1 LIBRARY MISSION

Library Mission Statement: *(existing language, approval date unknown)*

The mission of the Saranac Lake Free Library is to provide educational and informational services traditional of a community library to residents of the greater Saranac Lake region.

As an Association Library chartered by the State of New York, we are an incorporated membership organization of volunteer citizens that contracts annually with the Village of Saranac Lake, the Saranac Lake School District, and the neighboring municipalities to which library services are freely provided. The Association also solicits support each year both from our association members and patrons of the library and from fellow citizens; engages in fund-raising activities in support of the library budget; and receives financial gifts that go into an investment portfolio for additional support of library operations.

The Saranac Lake Free Library is open to all citizens and visitors to the region, without qualification or restrictions and cooperates as appropriate with other educational institutions and citizen 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.

Committee Responsibility Statements: *(new language to be approved)*

Personnel Committee Mission: Provide a leadership role in the administration of all personnel policies to insure that the library has adequate, quality staffing to satisfy the mission of the library and in accordance with all employment laws and regulations.

Building and Grounds Committee Mission: 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/users. This committee is also responsible for preparing, updating, and executing a long term plan for facility maintenance and repair.

The Finance Committee Mission: Supervise all library funds, income and expenditures as well as all real or personal property. It shall institute the accounts to be audited and prepare and submit a budget for each fiscal year.

The Adirondack Room Committee Mission: Control and supervise the furnishing and care of the room, rules for readers and volunteer workers and all matters of administration not specifically assigned to another committee or acted upon by the Trustees.

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

**SECTION 2
LIBRARY OBJECTIVES**
(existing language, approval date unknown)

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

1. Serve the educational, informational and literary needs of private citizens 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 for citizens and visitors.
5. Provide a meeting place and support services as appropriate for community functions relating to the library mission.
6. Co-operate with the Clinton-Essex-Franklin County Library System in improving library services in the tri-county region.
7. Develop 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
POLICIES AND PROCEDURES**

**SECTION 3
LIBRARY GOVERNANCE**

(existing language, approval date unknown)
Revised January, 2005

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 a Board of Trustees consisting of ten members, with two members elected each year for a five-year term. The Trustees annually elect a President and a Vice President from among their members and appoint a Secretary and a Treasurer from the membership of the Association. The Board of Trustees meets on alternate months to conduct Library business as prescribed for trustees of public libraries by laws of the State of New York.

The Trustees appoint a Library Director who oversees all standard library operations under the supervision of five standing committees: (a) Finance; (b) Membership; (c) House, (d), Programs and Publicity; and (e) Adirondack Room. Because of its specialized nature as a library research facility, the Adirondack Room is authorized to establish additional operating rules and regulations as appropriate to their mission.

The Saranac Lake Free Library Association meets each January to receive and consider yearly reports from the Board of Trustees and from the Library Director, and to conduct other business as needed. All members of the library are encouraged to attend the annual meeting. A list of current members is maintained by the Library Director and Membership Committee Chair

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

**SECTION 4
LIBRARY OPERATIONS**

Last updated 9/2005

1. General Operating Procedure:
 - a. Hours/Days of operation:
 - i. Hours of operation: Monday to Saturday 10 am to 5:30 pm and Thursday until 8 pm. Saturday hours are 10 am to 1pm July through Labor Day.
 - ii. Holiday closings: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.
 - iii. Notice of changes in hours due to unforeseen conditions will be posted at the library entrance and the circulation desk.
 - iv. Bad weather closings are at the discretion of the library Director in consultation with the President of the Library Board.
 2. Collections:
 - a. The responsibility for selection of materials rests with the library Director following standard library materials selection criteria. The Director may utilize published sources for selection criteria including but not limited to the *Library Journal* and *Kirkus Reviews*.
 - b. Censorship:
 - i. 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 7)
 - ii. Complaints:
 1. Whenever library material is challenged, it will be reexamined by the director/Board of Trustees. If it meets materials selection policy it will not be withdrawn.
 2. All complaints are to be treated with good humor and courtesy.
 3. A form will be provided for a formal complaint. (Appendix 9)
 4. Facts are to be presented to the Board with patron allowed the opportunity to present objections.
 5. Principles of freedom to read should be defended rather than individual book.
 - c. Replacement and Maintenance:
 - i. There is continuing review of the collection and removal of outdated and worn works on a systematic and ongoing basis. The collection should be inventoried at five year intervals.
 - d. Gifts
 - i. Gifts that meet library selection standards are accepted and added to the regular collection.
 - e. Memorial Fund
 - i. A separate Memorial Fund is maintained. Selections appropriate to library needs are made and a memorial plate is affixed to purchases made from this account.
 - f. Noisy or Disruptive Patrons
 - i. A Patron causing noise or being disruptive will be asked by a staff member 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 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.

- g. Interlibrary Loan
 - i. Interlibrary loan is available to all our patrons. The library makes every attempt to fill patron requests in a timely manner and uses a variety of sources to this end. Sources include our CEF Library System via HOBY, NCLS CD-Rom, Icepac and OCLC.
- h. Incident Report
 - i. An Incident Report will be filed with the library Director documenting any unusual occurrence at the Library. (Appendix ___)
- i. Internet Use Policy
 - i. An Internet use policy form (Appendix __) will be laced on file for all internet users.
 - ii. The use of internet resources for chat-room usage is prohibited on library computers (adopted 3/2004 Board Meeting)

3. Circulation

- a. Library Cards:
 - i. All residents of the Clinton Essex Franklin area are eligible to obtain a library card.
 - ii. Children under 14 years must have a parent sign their application.
 - iii. Members of the library from outside of this area are eligible for a card
 - iv. Re-registration of borrowers should take place 3 to 5 years from the original issuance date of their current library cards.
- b. Circulation Policy
 - i. Books will be loaned out for 14 days renewable by phone or in person for an additional 14 days, except for books held on reserve. Current popular fiction and videos circulate for 7 days, non renewable.
 - 1. Fines are 10 cents per day on a 14 day loan and 25 cents per day for 7 day items.
 - ii. The Library's circulation records and other records which identify the name of library users with specific materials are confidential and protected by New York State Law Civil Practice Law and Rules #4509 (Appendix ___)
- c. Overdue Procedures
 - i. First notice of overdue materials will be by telephone after two weeks.
 - ii. Written notice will be sent after the 3rd and 4th weeks.
 - iii. After the 5th week a letter will be sent informing the patron of serious overdue along with bill for materials and threatening to revoke library privileges.
 - 1. Revocation of library privileges will be after the 6th week.

4. Reading and Accessory Rooms

- a. Use of the library is open to all members of the Public.
- b. Non-profit, educational organizations and groups may display posters and literature with the approval of the library Director.
- c. Soliciting and selling will not be allowed on library property unless the activity is for the benefit of the library.
- d. There is to be no food or drink allowed in the library except for the Cantwell Room.

5. Cantwell Room & Dickert Room (Revised effective 4/15/05)

- e. The Cantwell Community 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 fund-raising activities other than for the Saranac Lake Free Library.

- f. At the discretion of the library Director, the individuals may display their art work, photography, crafts or other creative skills where it is compatible with the educational, informational and public service mission of the library. Artists are permitted to post the price of their works and an address at which sales may be consummated, but exchange of money on the premises is prohibited.
- g. Reservations:
 - i. The Cantwell Community Room may be reserved by an individual or an organization and is limited to a single session: requests for multiple reservations for a sequence of several meetings over period of weeks may be granted by approval of the library Director or the Board of Trustees. Use of the Cantwell Community Room is under the immediate supervision of the library Director. Keys to the Community Room may be issued only for the day of the reservation.
 - ii. The Dickert Room may be reserved by an individual or an organization and is not limited to a single session. The time of use is at the discretion of the staff due to the nature of the room.
- h. *Rental charge to cover overhead costs must be paid the day of room usage. Charges shall be:*

<i>Cantwell Room:</i>	<i>Dickert Room:</i>
<i>\$10 for groups of 10 or less</i>	<i>\$25 for groups of 12 or less</i>
<i>\$20 for groups of 11-50 people</i>	
<i>\$25 for groups above 51</i>	

\$5 additional charge for kitchen use.
- e. The renting organization or individual must fill out the Room Use Request Form and receive a copy of the Room Use Policy. The Staff will then place the Use Request form in the binder and mark the calendar.

6. Public Safety

- a. The Board of Trustees makes every attempt to provide for a safe, clean environment for our patrons.
- b. Under the supervision of the library Director, needed personnel is hired to insure that hour interior and exterior facility is kept clear of debris, snow, ice and other hazards to our users.
- c. Fire extinguishers and alarms are systematically inspected to insure working order and every attempt is made to provide for the public safety and comfort.
- d. There will be no smoking allowed in any section of the library.
- e. The board will provide funds for all required insurance coverage for staff, volunteers, trustees and the public.

7. Local School District

- a. The Board of Trustees encourages a friendly relationship with our local school district and encourages cooperation between library and schools.
- b. Once a year the President of the library board requests a board approved amount be placed on the school budget for consideration by the voters in the school district.

8. Community Relations

- a. The Saranac Lake Free Library provides free library service to the Village of Saranac Lake, and the towns of Harrietstown, North Elba, St. Armand, Santa Clara, Brighton and Franklin, consisting of a chartered area of 11,993 persons.
9. Volunteers
 - a. The library encourages qualified persons to volunteer their time to the library. Duties will be assigned by the library Director or Assistant as required and may include the shelving of books, shelf reading materials, typing of overdue notices, telephoning of patrons as well as other general clerical and library tasks
10. Bulletin Board for Public Use: Adopted: September 12, 2005
 - a. The bulletin board is located in the front lobby of the library. Materials can be posted on it whenever space permits but it must meet the following conditions:
 - i. It is available for
 1. Not-For-Profit Organizations' announcements and programs
 2. Community groups' announcements and programs
 3. Free events offered by any organization
 - ii. Postings of programs and events for profit and personal gain are prohibited.
 - iii. Postings shall be current and will be promptly removed and discarded after the event has occurred.
 - b. The Director reserves the right to take down any posting that does not meet the above criteria. Any questions or clarifications will be made by the Director.
 - c. This policy will be posted next to the bulletin board.

SARANAC LAKE FREE LIBRARY POLICIES AND PROCEDURES

Section 5

Personnel

(Adopted June 26, 2000 revised November, 2004 effective January, 2005)

Personnel Committee Responsibility: Provide a leadership role in the administration of all personnel policies to insure that the library has adequate, quality staffing to satisfy the mission of the library and in accordance with all employment laws and regulations.

Job Descriptions

Principal Library Clerk, April 12, 2004

Library Assistant, April 12, 2004

Adirondack Room Curator, May, 2004

Definitions:

Full Time Salaried Employees 32.5 Hours per week

Employees with Pro-Rated benefits: 19-32 Hours per week

Part Time Employees under 19 Hours per week

Lunch/Breaks:

A one-hour unpaid lunch is scheduled as needed for all Employees. There will be adequate opportunity to take breaks as appropriate.

Compensation:

Compensation is commensurate with experience and in accordance with the rates identified on the job description. Salary increases will be reviewed annually at the budget process.

Travel Reimbursement: (Adopted Oct, 2004 Board of Trustees Meeting)

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 may be adequately maintained and that proper notification and budgeting procedures may be followed.

Travel expense reimbursements shall be supported by the "Travel Expense Reimbursement/Approval Form" with the appropriate approval signatures. This form shall be kept as supporting documentation for all cash or check disbursements related to a travel reimbursement.

Payroll Distribution:

Bi-Weekly on Thursday and includes Federal, State and Social Security Tax deductions

Medical Benefits:

Medical Insurance is available for Employees through the Chamber of Commerce. The cost of the insurance is the responsibility of the employee unless otherwise negotiated as a part of a salary compensation package.

Jury Duty:

Leave for jury duty will be granted to Full Time staff at full pay.

Sick Days:

Full Time Salaried employees are eligible for sick days accruing at 1.25 days per month worked, not to exceed 100 days. Sick days may be used for illness in the immediate family or for funeral leave. Employees with Pro-Rated benefits are eligible for sick days accruing as a percentage of a Full Time Salaried Employee (32.5 hours/week).

Vacation:

Paid vacation is a benefit for all Full Time Salaried and Employees with Pro-Rated Benefits. It is expected that an employee will schedule vacation time in advance with the Director to insure proper coverage.

Paid vacation leave is granted to Full Time Salaried Employees as follows:

1. 1-5 years of employment 10 days
2. Over 5 years of employment: 10 days +1 day per year with a maximum of 20 days
3. No carryover from year to year

Employees with Pro-Rated Benefits are eligible for vacation accruing as a percentage of a Full-Time Salaried Employee (32.5 hours/wk).

Personal Days:

All Full Time Salaried Employees are eligible for 2 Personal Days per year. If possible, they shall be scheduled in advance. Part Time employees or Employees with Pro-Rated Benefits are not eligible for Personal days.

Retirement:

10% Deferred compensation 403(B) plan through IDS is available on a voluntary basis to all employees.

Annual Letter/Salary Increase Notification:

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 acknowledging their contribution. If there is a salary increase for the upcoming calendar year, such an increase will be detailed in the letter. Further, the letter will be an opportunity for the Director to comment on the individual's performance during the preceding year. This letter shall be signed by the Director and the Chairman of the Personnel Committee.

All salary increases shall be reviewed and approved by the Personnel Committee and the Board prior to the annual meeting for final approval.

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.

Paid Holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
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.

Reporting:

The Director is responsible for a reporting system to track sick and vacation time for Full-Time Salaried Employees and Employees with Pro-Rated Benefits. This report will be made available to the Chairman of the Personnel Committee as needed.

Record Keeping:

The Director shall maintain a personnel file for each employee with pertinent information including details about their negotiated Medical Benefits, vacation and sick time used, Retirement reports, IRS Forms, and any correspondence related to the employee. The Director shall insure that the Chairman of the Personnel Committee is aware of the location of these files.

Conflict Resolution Process:

In all workplaces occasional conflicts arise, whether with supervisors or colleagues. Ideally, all such conflicts can be resolved by professional and informal discussion 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 affected, one of the parties may ask for a meeting with the Director and the individual(s) with whom the conflict is occurring. If the Director feels that such a meeting is needed, s/he may schedule such a meeting at the earliest convenient time for all parties; however, if the Director, after due consideration and investigation, feels the meeting is not necessary, s/he is not required to resolve the issue in this fashion. If the meeting is held, each party may present his or her concerns and the Director may offer either written or oral direction to the employees. Should this outcome be unsatisfactory to one or more of the employees, the Director will convene a meeting with the employee(s), herself, and the Personnel Committee for further discussion and a recommendation. The final arbiter in any dispute shall be the full Library Board.
2. If the Library Director has a concern about a conflict within the organization which may interfere with her or his abilities to professionally carry out her/his job, s/he may discuss this concern with the Library Board President informally or with the Chairman of the Personnel Committee. After such discussion, the Board President or Personnel Committee Chair may informally pursue a solution to address the concern. However, if following such a discussion the problem is not resolved, the Director may request an audience with the full Library Board to present his/her concerns in closed session. The Library Board shall be convened at its earliest convenience to address the matter and shall be the final arbiter in the resolution of the conflict.

Performance Improvement Process:

It is anticipated that this process will be used only rarely, given the mutual professionalism of all associated with the Library and given the consensus that the best resolution of a problem is informal and direct communication between employee and supervisor in an atmosphere in which all parties have the same goal, providing the best service possible to the Library constituency. However, in the event that the Director needs to address a professional concern with an employee the following steps will be followed:

1. An informal, private meeting will be called by the Director where s/he advises the employee as to her/his concerns. The Director shall keep a record of this meeting.
2. If, after step one, the Director perceives the problem to persist, a second meeting will be held with the employee; at this meeting written directions will be delivered to the employee as to what to do to correct the problem and what time frame is allowed for implementation of these directions. These directions shall be included in the employee personnel file.
3. If, after step two, continuing concerns exist about the employee's performance, the Director, after discussion with the Chair of the Personnel Committee, may convene another meeting with the employee to discuss further corrective steps or his/her continued employment with the library. The Chair of the Board Personnel Committee or the Board President shall attend this meeting.

Personnel Policies and Procedures
Saranac Lake Free Library

Library Assistant
Job Description

DISTINGUISHING FEATURES OF THE POSITION: The work involves performance of paraprofessional librarian duties. Requires the ability to operate independently within prescribed responsibilities. The work is performed under the general supervision of a Librarian.

TYPICAL WORK ACTIVITIES: Supervises about twenty volunteers who come in each week to shelve materials, process books and perform a variety of tasks. Supervises student volunteers. Oversees the cataloging and processing of books. Assists the Librarian with collection development. Oversees and works at the circulation desk. Supervises sending of overdue notices. Assists with providing reference service of a directional nature. Prepares library exhibits and displays. Creates public relations materials such as press releases. Acknowledges and maintains records of memorial donations. Opens and stamps incoming mail.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: ability to supervise a number of volunteers. Good attention to detail and ability to follow procedures consistently. Good reading, writing, speaking and public relations skills. Working knowledge of basic computer systems procedures. Ability to assist with basic reference sources. Ability to carry out assignments independently, in an environment where there are frequent interruptions. Ability to use tact and courtesy in dealing with staff and the public.

MINIMUM QUALIFICATIONS: Bachelors degree from an accredited college or university.

Principal Library Clerk

Job Description

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of specialized clerical work. Advanced knowledge of library clerical operations is required. Independent judgment and decision making is required. Work is performed under the general supervision of a Librarian/Director with discretion for planning and carrying out assignments. Supervision is exercised over Library Clerks, Pages, and Volunteers.

TYPICAL WORK ACTIVITIES: Supervises and performs complex clerical library functions such as record maintenance, cataloging, etc. Troubleshoots difficult clerical problems involving independent judgment. Compiles statistical reports for budget, circulation and attendance. Maintains divisional/department records such as time worked on computer or printed files. Provides information to the public on library policies and procedures. Assigns and reviews work of subordinate staff and creates work schedules. Performs routine searches of and updates to computer records. Performs routine circulation, reserve and overdue functions. Operates office machinery such as photocopiers or fax machines. Calls patrons to deliver messages or information on library materials. Types cards, lists, labels, or short entries on forms.

Work activities may also include selecting audios and videos to be added to the collection. Processing and cataloging acquired audios and videos. Processing incoming and outgoing interlibrary loans. Organizing incoming monies and depositing into the correct account.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work. Good knowledge of library services and practices. Good knowledge of handling and using library materials and equipment. Good knowledge of library filing and shelving rules. Working knowledge of business arithmetic. Ability to express oneself clearly and concisely in written and oral English. Ability to understand and follow complex oral and written instructions. Ability to operate an alphanumeric keyboard such as a typewriter or computer terminal. Ability to plan, coordinate and supervise the work of others. Tact and courtesy in dealing with staff and public.

Adirondack Room Curator
Job Description

DISTINGUISHING FEATURES OF THE POSITION: The work involves total responsibility for a historical collection including acquisition, maintenance, cataloging materials for use by patrons. This involves extensive use of volunteers including their recruitment, training and retention.

TYPICAL WORK ACTIVITIES:

Promptly and accurately respond to inquiries via email, telephone, mail and in person. Maintain accurate account of monies associated with the Adirondack Room. Maintain a collection management policy for the acquisition, or donation of materials. Aid patrons in finding information. Maintain and update photo collection. Provide CD-ROM photographs to patrons upon request. Apply for grant monies, provide good care, security, storage and handling of materials in Collection. Maintain a quiet work atmosphere for patrons. Attend workshops for digitization; upgrading computers, and keeping up with today's technology and techniques of archival storage and preservation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to supervise a number of volunteers. Attention to detail and ability to follow procedures. Ability to read, write and communicate with patrons, volunteers and the public. Working knowledge of computer systems and procedures. Ability to carry out assignments independently. Ability to use tact and courtesy in dealing with staff and patrons.

MINIMUM QUALIFICATIONS: Bachelor's degree with relevant experience or a Master's degree in a related field.

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

Section 6

Financial

Adopted May 10, 2004

Finance Committee:

The Finance Committee shall be composed of at least three members of the Board of Trustees including the Treasurer and the President of the Board of Trustees.

The Finance Committee shall supervise all Library funds, investment, 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.

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 of the Library for approval.

Records and Reports:

The library will maintain adequate records of all library financial operations including income and expense as well as investment and bank accounts.

At each regular meeting of the Board of Trustees, the Library Director will present a written report of library income and expenditures. This record will clearly indicate the current position of each budgetary line item including budgeted amount, receipts, and year to date expenditures, and remaining budget.

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

Earnings, interest and any realized capital gains will be deposited in a money market fund for use in the operating budget. If such earnings exceed the budgeted amount they will be re-invested in a manner approved by the Finance Committee.

Special or restricted bequests will be deposited in separate accounts, not commingled 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.

Banking:

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

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

Internal Audit: (Adopted October 11, 2005)

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 statements of the balances shown in the general ledger.

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 each year. The Finance Committee shall make sure that these practices are followed.

The audit will be completed by December of the current year.

At five year intervals the Finance Committee shall arrange for a professional external audit to supplant the internal audit for that year.

Mail:

A designated employee, other than the Library Director, will open all the mail and stamp a “received date” on all invoices and “for deposit only” stamp on all checks. These items will then be given to the Library Director for processing.

Membership:

The Saranac Lake Free Library is a membership library. The Membership Committee will be responsible for conducting a program to encourage membership and membership contributions. The Board of Trustees will establish membership donation levels. Membership income will be identified as such and deposited in the operating account.

Fund Raising:

All special fund raising events such as book sales, literary dinner, etc. will be under the general direction of the Fund Raising committee. Each such event will have a person designated as chairman who will oversee the collection, recording and depositing of funds and who will report to the Board of Trustees.

Purchasing:

Normal monthly operating expenses within the approved budget shall be reviewed and approved by the Library Director.

Routine purchase of library books and materials within the approved budget shall be reviewed and approved by the Director.

The purchase of goods, other than books, over \$1,000 shall require a purchase order.

The purchase of services that involve labor and material (such as our alarm system, contracting cleaning services, or other such services) or contracts, whether or not they are in the budget, require a purchase order.

The standard purchase order shall include a recommendation line and an authorized by line with appropriate signatures by the Director and the Treasurer or President of the Board.

Board approval must be obtained for any expenditure over the annual budget amount.

Adirondack Room:

A separate investment account and a separate bank account will be maintained for the Adirondack Room. The Chairman of the Adirondack Room committee with the Curator of the Adirondack Room will be responsible for the management of these accounts and will maintain adequate records and make regular reports on the financial status of Adirondack Room. The Adirondack Room will follow the same general procedures as outlined for the library.

**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/fax

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

For Office Use Only:

Original to vendor Copy for Office Copy for Treasurer

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

Section 8
Building and Grounds

MISSION:

To 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/users. This committee is also responsible for preparing, updating, and executing a long term plan for facility maintenance and repair.

LONG TERM PLAN:

Last Updated: April 7, 2004

YEAR	ESTIMATED COST
2004-2005	
Purchase and install storm windows for the Children's Room	\$1,500 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 Childrens 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
Beyond 2010	
New Boiler & Chimney liner	\$6,000 COMPLETE 2006
New Oil Tanks	\$5,000

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.

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

Section 9
Adirondack Room

Saranac Lake Free Library
Five Year Plan 2006-2010
Printed 1/13/06
Mission Statement

The Saranac Lake Free Library provides educational, recreational, informational, and cultural resources for the greater Saranac Lake community and serves as a repository for our Adirondack heritage.

Goal Statements and Objectives:

Goal 1: Insure, improve and maintain outstanding service to children, young adults and all other patrons.

Objective 1: Provide a discrete space for tutoring activities.

Objective 2: Provide outreach to persons with disabilities/house-bound needing the use of library services.

Objective 3: Annually evaluate services to the disabled.

Objective 4: Increase awareness of the library services and accessibility.

Objective 5: Generate a plan, budget, and timeline for a community survey to determine needs and obtain feedback about existing services.

Objective 6: Annually evaluate staffing opportunities and support ongoing professional development of employees. Develop a funding source and plan for a children's librarian.

Objective 7: Evaluate and enhance the library's web presence.

Objective 8: Establish outreach relationship with school system.

Objective 9: Strive for state of the art technology application.

Goal 2: Develop Comprehensive Revenue Sources

Objective 1: Explore and develop a spending and income distribution rule from the endowment.

Objective 2: Develop a specific endowment growth strategy.

Objective 3: Enhance & develop fundraising strategies.

Objective 4: Develop comprehensive membership plan.

Objective 5: Target new community members for introduction to library.

Objective 6: Develop a process to cultivate and recognize new and higher level donors.

Goal 3: Establish an ongoing building management plan.

Objective 1: Develop a plan, budget and timeline for Cantwell Room refurbishment.

Objective 2: Quantify need and duties of a part time building maintenance person.

Objective 3: Develop a building maintenance plan with a checklist for daily, monthly, and annual activities.

Objective 4: Find an intern to manage a project that includes cataloging, cleaning and appraising the existing art collection.

Objective 5: Develop a plan, budget and funding source to provide climate control for the Adirondack Storage Room.

Goal 4: Establish a capital planning process and plan

Objective 1: Prepare a comprehensive list of capital needs over the next ten years including detailed description of work, budget estimates and proposed timeline.

Goal 5: Refine Board of Trustees roles and responsibilities

Objective 1: Formalize committee duties and responsibilities insuring there is continuity committee documentation.

Objective 2: Annually review policies and procedures.

Objective 3: Develop a volunteer recruitment and assignment strategy for committee work.

Objective 4: Encourage board members to participate in NYSALB activities and workshops.

Objective 5: Develop a trustee orientation process.

Objective 6: Develop a board with expectations and a profile.

Objective 7: Develop a strategy and/means to maintain involvement and capture wisdom of past board members.

Objective 8: Conduct an annual review of progress against long range plan.

Goal 6: Plan a Centennial Celebration (December 2007)

Objective 1: Establish a committee in 2006

Objective 2: Announce Centennial and develop a committee and team of volunteers to carry out celebration.

**SARANAC LAKE FREE LIBRARY
POLICIES AND PROCEDURES**

Section 11
Appendix

Index:

Cantwell Room Use Policy Updated November, 2007

Guidelines and Agreement for Individual, Group and/or Organizations

Exhibiting in the Cantwell Community Room

Saranac Lake Free Library, 109 Main St., Saranac Lake NY 12983

Enclosed are two copies of agreement. Sign one and mail it back in and keep the other. Calendar also enclosed.

Gallery Coordinator/Contact: Nadia Korths, 12 Prescott Place, Saranac Lake NY 12983. 518.891.1632 email: korths@northnet.org. Responsible for arranging and booking exhibits, creating annual calendar, hanging community show/s and offering assistance, when needed, to individual, group and/or organization. The Library announces show information in their 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 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, 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: _____

Refer to 2006 Art Exhibit - Artist Schedule Sheet enclosed for the dates above and below.

Closing Date: _____ Take-Down Date: _____

Person/s or organizations/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.

_____ 1. **Book your put-up, reception (more below) and take-down hours to guarantee room availability.** Reserve your hours at the main desk by asking for the Cantwell Community 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

_____ 2. **Compose your press release and event listing (ie., for reception).**

_____ Submit a photo w/ 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 above, event listings can also go to WNBZ, Adelphia Cable, Lake Placid News, WIRD, and WSLU - NCPR.

_____ 3. **The art show sign outside of library hangs year round.** If you wish to make your own, contact Nadia.

_____ 4. **Hang show.**

_____ Bring all hanging materials and tools; nails (small as possible, thanks), hammer, glass cleaner, etc.

_____ Provide show labels: _____ name of piece, _____ medium/s used, _____ artist name (in group show), _____ date made.

Price can be listed on label and/or price list (typically only on price list).

_____ 5. **Reception.** At discretion of artist. Notify Nadia if you are not going to have reception and/or during June - Sept., your reception is a different date than Third Thursday Gallery Walk

_____ 6. Other Items:

_____ Remember to book the room.

_____ Provide food, drink, plates, glasses, napkins, tablecloths, music, etc.

_____ Prepare room for reception and leave it as you found it.

_____ Send out invitations. _____ Contact Nadia for labels of 65 people who receive Community Show applications.

_____ 7. **Price list.** At discretion of artist.

_____ Bio. At discretion of artist.

_____ Sales/pricing. At discretion of artist. List your contact info. on your bio and/or price list so people can contact you.

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

Primary Show Contact Date Phone Number

Address City Zipcode

Email If representing organization, name of organization