

CLIFTON COMMUNITY LIBRARY

Board of Trustees Meeting

January 18, 2022

Annual Trustee Meeting

Agenda

- I. Public Comments
- II. Friends of the Library Comments
- III. Old Business
 - a. Correspondence
 - b. Approval of Minutes
 - c. Pandemic Response- Update
- IV. Financial Report
- V. Director Reports
 - a. Data Report
- VI. New Business
 - a. Nomination/Appointment of Officers
 - b. 5 Year Plan
 - c. Anti-Harassment Policy
 - d. Policies and Bylaws Update/ or Motion to Approve
 - e. 2022 Financial Reports/ Purchase and Income Database
 - f. Tour of Library updates in progress
- VII. Adjourn

Next Meeting February 15 at 6:00PM at the community center.

Clifton Community Library

Board of Trustees Minutes

November 16, 2021

Present: President Cindy Whitmore, Nicole Curry, Don Lashomb, Kathy Gill, JoAnn Young, incoming Director Heather Nichols, outgoing Director Sandra Griffin, Julie Lanphear.

Absent: None.

The meeting was held in the Community Room and called to order at 6:02 pm by President Cindy Whitmore.

Public Comment:

Julie wondered about Playaway audio books. Heather will be filling us in with details later.

Friends of the Library Report:

None.

Correspondence/Communications:

We received a \$10 donation from a local patron—a thank-you postcard has been sent in return. We've also sent thanks to Karen Allen for helping Heather with the weeding process.

Minutes of the previous meeting are approved: Motion by Nicole, seconded by JoAnn.

Financial Report is accepted.

Report of the Library Director was accepted.

Old Business

Pandemic response update: No real change since last time.

First Playaway device is in (a James Patterson novel). Playaways are little battery-operated audiobooks. One AAA battery lasts 300 hours. We've obtained a bunch of cheap earbuds to give to patrons. Playaways will be held for local patrons only at first.

The curtains from the pavilion have been brought inside.

New Business

New Facebook overhaul on December 1st.

We will hand out materials to CFCS students before they go on Thanksgiving vacation.

Snow Day protocols, approved earlier this year, were reviewed. Our closing is not tied to the school being closed.

New disaster preparedness policy approval – Motion by Kathy, seconded by Nicole.

The director change will be effective December 1, 2021. Sandy will be reappointed as a library aide.

Sandy Griffin's resignation letter accepted – unanimous motion by trustees.

Heather Nichols approved as new director – unanimous motion by trustees.

Heather's directorial pay-rate from December 1, 2021 to December 31, 2021 will be \$17.50. And starting on January 1, 2022 her hourly rate will be minimum wage plus \$5. Motion by Nicole, seconded by JoAnn.

Nancy Russell says we need to make a payment for former director Susan "Kate" Kosier's retirement.

Proposal to Re-Allocate Library Space for Maximum Item Display/Circulation & Staff/Patron Efficacy: Sandy and Heather showed trustees a plan to rearrange, remove and add, different shelves and tables in the library. Over the winter Bill Griffin would build a U-shaped table for circulation, since more table space is needed. The trophy case and one table would be removed, and more shelving would be purchased. The total cost will be around \$2,300. Trustees approve.

Next monthly meeting: Tuesday, December 21, 2021 at 6:00 pm.

Meeting was adjourned at 6:45 pm. Motion by Don, seconded by Kathy.

Don Lashomb
Secretary

Clifton Community Library
Profit & Loss
 December 2021

	Dec 21
Ordinary Income/Expense	
Income	
Income from Investments	
Bank Accounts 11.16	2.83
Damoth Fund 11.16	0.02
Total Income from Investments	2.85
Total Income	2.85
Gross Profit	2.85
Expense	
Collection Expenditures	
Books 12.6	858.26
Video DVDs 12.8	0.00
Total Collection Expenditures	858.26
Miscellaneous Expenses	
Computers/Office Equip 12.23	1,390.58
Office/Library Supplies 12.18	8.20
Telephone/Internet 12.19	73.89
Total Miscellaneous Expenses	1,472.67
Other Miscellaneous Expenses	
Advertising/Publicity 12.24	308.95
Furniture/Cabinets/etc. 12.24	2,730.79
Membership Fees/Licenses 12.24	229.32
Mileage/Registrations 12.24	38.08
Program Associated/Other 12.24	18.94
Total Other Miscellaneous Expenses	3,326.08
Staff Expenditures	
Gross Payroll 12.2	1,827.51
New York State Retirement 12.4	1,834.37
Payroll Processing Fees	5.25
Payroll Taxes	152.30
Total Staff Expenditures	3,819.43
Total Expense	9,476.44
Net Ordinary Income	-9,473.59
Net Income	-9,473.59

Clifton Community Library
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	30.00
Checking 4115	5,518.40
Savings-Damoth 5311	1,202.16
Savings 7234	44,394.82
SeaComm Savings	5.00
Total Checking/Savings	<u>51,150.38</u>
Total Current Assets	51,150.38
Other Assets	
SeaComm CDs 7942	
CD#44 Maturity 05/10/2017 2.49%	19,528.43
CD#47 Maturity 03/19/2019 1.52%	10,013.00
CD#48 Maturity 03/19/2018 1.52%	11,216.84
Total SeaComm CDs 7942	<u>40,758.27</u>
Total Other Assets	<u>40,758.27</u>
TOTAL ASSETS	<u><u>91,908.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,551.51
Total Other Current Liabilities	<u>1,551.51</u>
Total Current Liabilities	<u>1,551.51</u>
Total Liabilities	1,551.51
Equity	
Opening Balance Equity	58,317.64
Unrestricted Net Assets	24,378.20
Net Income	7,661.30
Total Equity	<u>90,357.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>91,908.65</u></u>

Clifton Community Library
Profit & Loss
 January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Gifts & Endowments	
Damoth Fund 11.14	15,000.00
Organizational 11.14	250.00
Personal 11.14	170.00
	15,420.00
Total Gifts & Endowments	15,420.00
Income from Investments	
Bank Accounts 11.16	8.35
CDs	260.95
Damoth Fund 11.16	1.32
	270.62
Total Income from Investments	270.62
Library Charges	
Maps/Signs	622.00
Overdue/Lost book chg 11.17	32.99
	654.99
Total Library Charges	654.99
Local Public Funds	
Town of Clifton 11.1	37,740.00
	37,740.00
Total Local Public Funds	37,740.00
Other Income	2,139.25
System Cash Grants	
LLSA(NYS aid sent by NCLS) 11.3	1,769.78
	1,769.78
Total System Cash Grants	1,769.78
Total Income	57,994.64
Cost of Goods Sold	
Cost of Goods Sold	906.88
	906.88
Total COGS	906.88
Gross Profit	57,087.76
Expense	
Building&Building Equip Repairs	
Janitorial Supplies 12.16	37.47
	37.47
Total Building&Building Equip Repairs	37.47
Collection Expenditures	
Audiobook CDs 12.8	229.97
Books 12.6	3,697.61
Games Puzzles Etc 2.23	28.20
Magazines 12.6	51.95
Video DVDs 12.8	1,784.41
	5,792.14
Total Collection Expenditures	5,792.14
Library System Contracts	
Overdrive/eMedia	131.38
SIRSI	1,005.95
	1,137.33
Total Library System Contracts	1,137.33
Miscellaneous Expenses	
Auditor/Accountant 12.22	2,000.00
Computers/Office Equip 12.23	1,390.58
Guest Speaker/Performer 12.22	500.00
NCLS Domain/Smartnet 12.19	433.19
Office/Library Supplies 12.18	1,797.43
Telephone/Internet 12.19	728.12
	7,287.12

2:32 PM
01/04/22
Cash Basis

Clifton Community Library
Profit & Loss
January through December 2021

	<u>Jan - Dec 21</u>
Total Miscellaneous Expenses	6,849.32
Other Miscellaneous Expenses	
Advertising/Publicity 12.24	1,932.25
Furniture/Cabinets/etc. 12.24	2,740.78
Membership Fees/Licenses 12.24	229.32
Mileage/Registrations 12.24	501.76
Program Associated/Other 12.24	660.29
Total Other Miscellaneous Expenses	<u>6,064.40</u>
Staff Expenditures	
Disability Ins Expense 12.4	78.60
Gross Payroll 12.2	24,806.07
New York State Retirement 12.4	1,834.37
Payroll Processing Fees	142.59
Payroll Taxes	2,153.17
Worker's Comp Ins Expense 12.4	531.00
Total Staff Expenditures	<u>29,545.80</u>
Total Expense	<u>49,426.46</u>
Net Ordinary Income	<u>7,661.30</u>
Net Income	<u><u>7,661.30</u></u>

Clifton Community Library

Director's Report

January 2022

- 1, I created a Community Report of what the library did during 2021 with Sandy Griffin's help. This was posted on our website, Facebook, in the Bargain Hunter, and there is a physical copy in the library for anyone interested in reading it.
- 2, In December we had 128 total customers 6 of which were during Wednesday evenings. We also had 12 eBook checkouts and 6 audiobook checkouts through Overdrive.
- 3, Ancestry is no longer available through NCLS at home it is now restricted to in library use. I've updated the link on our website to NCLS info page about Ancestry in case people have questions.
- 4, Playaways continue to be checked out as soon as they come back. I'm also receiving recommendations for authors to look into for future Playaways. As per Cindy Whitmore's suggestion, we will be highlighting Playaways in every BH ad for the month of January.
- 5, Sandy completed an inventory of the Clifton-Fine Central School District year books that we have and I will be reaching out to the School about finding copies for the years we're missing. We'll also be adding the yearbooks we need to the BH ad. Once the new shelves are in and the library has been rearranged these will be moved onto the shelves so customers can view them in the library.
- 6, I have been working on the administration side of the library this past month and have been busy making sure that the library is ready for the Annual Report that will open later this month.

Clifton Community Library - 2021 Data Report

(checkout/renewals)

	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
Adult Fiction												
A-Fic	39	43	23	25	46	51	96	113	71	65	51	49
A-Fic-Newb	12	8	11	19	23	49	35	37	28	32	26	46
A-LP-Fic	5	6	19	16	10	19	13	24	12	12	17	9
VA-Fic	5	1	8	2	0	2	16	16	2	2	0	2
VA-Fic-NEW	0	2	0	0	0	0	0	0	0	1	1	0
Total	61	60	61	62	79	121	160	190	113	112	102	106
Adult Nonfiction												
A-LP-NonFI	0	0	0	5	2	1	1	0	27	0	0	0
A-NF-NEWB+	0	1	0	0	2	1	2	3	0	1	0	0
A-Nonfic	13	9	16	17	19	40	37	48	0	40	17	14
VA-NONFIC	1	0	0	1	1	2	0	1	0	0	0	0
Total	14	10	16	23	24	44	40	52	27	41	17	14
Adult Audio												
A-CDBK	3	0	0	1	4	5	14	3	10	10	3	15
Adult Video												
A-DVD-fic	6	1	2	4	17	27	82	52	31	26	21	29
A-DVD-NEW	0	0	0	1	3	9	37	51	52	51	42	43
A-DVD-NF	0	0	0	7	3	6	1	1	7	3	4	1
Total	6	1	2	12	23	42	120	104	90	80	67	73
Adult Magazine												
A-Magazine	0	0	0	0	0	0	0	2	0	0	0	0
Adult Misc.												
Adult Multimedia (CD BK)												
A-PBK	0	1	7	4	7	7	4	4	1	2	4	0
Adult Total	84	72	86	102	137	219	338	355	241	245	193	208

Juvenile Fiction	J-Easy	1	1	1	6	9	18	36	27	11	9	12	12
	J-Easy-New	0	0	0	0	0	0	0	1	0	0	2	0
	J-FIC	3	8	4	7	3	11	62	27	3	1	2	2
	J-FIC-NEWB	0	0	0	5	0	0	0	2	0	1	1	0
TOTAL		4	9	5	18	12	29	98	57	14	11	17	14
Juvenile Nonfiction	J-NF-Newbk	0	0	0	0	0	0	0	0	0	0	0	0
	J-Nonfic	4	2	1	0	4	9	13	11	1	8	1	2
Total		4	2	1	0	4	9	13	11	1	8	1	2
Juvenile Audio		0	0	0	0	0	0	1	0	0	0	0	0
Juvenile Video		0	0	0	0	0	6	17	6	0	1	2	1
Juvenile Magazine		0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Misc		0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Multimedia		0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Paperback		0	2	2	0	0	0	0	0	0	0	0	0
Juvenile Total		8	13	8	18	16	44	129	74	15	19	20	17
OTHER Items													
Book		0	0	0	0	0	0	1	0	0	0	0	0
ILL-Book		0	0	2	1	0	2	1	0	0	0	0	0
LP-NEW		0	1	2	0	0	1	1	3	2	4	0	3
PASS		0	0	0	0	1	1	8	3	6	4	0	1
Other Items Total		0	1	4	1	1	4	11	6	8	8	0	4
Total Adult		84	72	86	102	137	219	338	355	241	245	196	208
Total Juvenile		8	13	8	18	16	44	129	74	15	19	20	17
TOTAL OTHER		0	1	4	1	1	4	11	6	8	8	0	4
Total Transaction		92	86	98	121	154	267	478	435	264	272	216	229

Items Currently Out	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
Items from CLK	18	16	31	48	112	58	98	37	45	37	33	
Items from ILL	61	38	45	42	30	56	34	18	12	10	7	
Total number of Currently	79	54	76	90	142	114	132	55	57	47	40	
# of CLK patrons with	8	15	54	58	61	90	71	28	21	20	17	

**Five Year
Plan of
Service
2022-2025**

**Clifton Community Library
7171 State Highway 3
Cranberry Lake, New York 12927**

Clifton Community Library

2022 – 2025 Plan of Service

The purpose of this strategic plan is to delineate the direction and priorities of the Clifton Community Library over the next five years. The Plan was created through a collaborative effort of the Clifton Community Library Board of Trustees and Library Director. The library's mission statement was reviewed. An internal and external analysis was completed, along with a detailed analysis of the library's strengths, weaknesses, opportunities and threats.

Mission Statement

The Clifton Community Library provides materials and services to help all community residents and visitors obtain information meeting their personal, educational, recreational and professional needs. Special emphasis is placed on current, high demand, high interest materials in a variety of formats.

Strategic Goals and Objectives

Goal #1: Improve the Financial Management of the Library.

Objective 1.1: Develop a detailed plan for the use of the Damoth Trust funds over the next five years.

Objective 1.2: Evaluate and implement changes to improve the library's financial record keeping, financial reporting and regulatory compliance reporting.

Goal #2: Within the Clifton-Fine Communities improve the Library's communication, solicitation of feedback, image, and marketing efforts.

Objective 2.1: Conduct a survey of the Clifton-Fine residents.

Objective 2.2: Conduct community presentations about the library.

Objective 2.3: In an effort to improve communication conduct informal meetings with Town Trustees every four months.

Objective 2.4: Develop a plan to better serve the Clifton-Fine area.

Goal #3: Improve the Library Facility.

Objective 3.1: Develop a long-range facility plan in partnership, and with participation from, Town of Clifton representatives.

Objective 3.2: Develop a contingency facility plan to address future library needs, including different building/location and proper infrastructure.

CLIFTON COMMUNITY LIBRARY
ANTI-HARASSMENT POLICY

ANTI-HARASSMENT POLICY

The following are rules and regulations of the Clifton Community Library. These are effective **January 18, 2022** as adopted by the Board of Trustees of the Clifton Community Library.

It is the policy of the Clifton Community Library that all our employees should be able to enjoy a work environment free of disruptive elements (e.g. noise, scents, etc.), discrimination and harassment.

This policy refers to, but is not limited to, harassment in the following areas: (1) race, (2) sex, (3) age, (4) national origin, (5) religion, (6) handicap, (7) marital status, (8) sexual orientation, and (9) veteran status. Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Complaint Procedure

Individuals who believe they have been subjected to harassment from either a co-worker or a supervisor should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Library Manager or Board President. An independent inquiry will be made into any allegations. All allegations of harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to management.

Anyone found to have engaged in harassment shall be subject to discipline, up to and including discharge.

Operating Policy Clifton Community Library

Library Operating Policy

The following Operating Policy of the Clifton Community Library is effective **January 18, 2022** as adopted by the Board of Trustees of the Clifton Community Library.

Hours of Operation: The hours of operation of the Library shall be as follows from **Memorial Day to Columbus Day:**

Mondays: 10:00 A.M. until 2:00 P.M.
Tuesdays: 10:00 A.M. until 2:00 P.M.
Wednesdays: 10:00 A.M. until 2:00 P.M. and 6:00 P.M. until 8:00 P.M.
Thursdays: 10:00 A.M. until 2:00 P.M.
Fridays: 10:00 A.M. until 2:00 P.M.
Saturdays: 10:00 A.M. until 1:00 P.M.

The hours of operation of the Library shall be as follows from **Columbus Day to Memorial Day:**

Mondays: Closed
Tuesdays: 10:00 A.M. until 2:00 P.M.
Wednesdays: 10:00 A.M. until 2:00 P.M. and 6:00 P.M. until 7:00 P.M.
Thursdays: 10:00 A.M. until 2:00 P.M.
Fridays: 10:00 A.M. until 2:00 P.M.
Saturdays: 10:00 A.M. until 1:00 P.M.

Observed Holidays

The library follows the federal guidelines for paid holidays put forth by the U.S. Office of Personnel Management. The library is closed on the days those holidays are observed. The holidays observed are:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day.

In addition, the library is closed Christmas Eve and New Year's Eve during evening hours only.

Emergency Library Closure

The Library may occasionally be required to close due to weather, mechanical, personal, or other emergencies. The responsibility of closing the Library rests with the Library Director. In the event a staff member is unable to work their scheduled hours due to weather, mechanical, personal, or other emergency, the staff member shall contact the Library Director who will then

Operating Policy Clifton Community Library

attempt, if appropriate, to arrange alternate coverage to ensure the library is open to the public as stated in the Operating Policy.

In the event of an emergency closing, the Library Director shall notify the President of the Board of Trustees as soon as possible of the need to close. If a staff member attempts to contact the Library Director concerning an emergency closing, and the Library Director is unavailable, the staff member shall attempt to arrange coverage, if appropriate, and shall notify the President of the Board of Trustees of the need to close.

Standard Rules of Behavior

Smoking is prohibited in the Library.

Shoes and a shirt must be worn in the Library.

Verbal and physical fighting are not allowed.

Boisterous behavior, including foul language, is not allowed.

Individuals caught defacing Library Property or materials shall be required to make full restitution, and may have their library privileges revoked.

**Clifton Community Library
Cranberry Lake, NY**

Bylaws of the Board of Trustees

The following Bylaws are effective March 16, 2021 as approved by the Board of Trustees of the Clifton Community Library.

I – Name and Authority

The name of this board is the Board of Trustees of the Clifton Community Library (hereinafter, The Board). The Clifton Community Library was chartered by the New York State Education Department in 1983.

II – Purpose

The purpose of The Board shall be to extend and improve library service to the Town of Clifton.

III – Membership

1. The Board is comprised of five to nine members who maintain a residence within the Library's chartered to serve area. There are currently five seats.
2. Any Board member who moves out of the Chartered to Serve Area becomes ineligible for membership on the Board. Any Board member who fails to attend three consecutive meetings without excuse shall be deemed to have resigned.
3. Each Trustee, upon appointment to The Board, shall complete an Oath of Office within thirty (30) days of assuming such office. If the Oath of Office is not administered within this time, the Trustee's position shall be deemed to be vacated.
4. All appointments to a full term or an unexpired term on The Board shall be by the Town of Clifton Town Board, with The Board's prior approval and written recommendation to the Town of Clifton Town Board.

IV – Tenure of the Office of Trustee

1. The term of office of a Trustee shall be five (5) years, and the number of terms shall not be limited. All terms shall commence on January first of a given year. No more than two (2) Board member's terms shall expire concurrently.

V – Duties and Responsibilities

The duties and responsibilities of a trustee/board member shall be as referenced in the "Handbook for Library Trustees of New York State", under the heading "Trustee Duties and Responsibilities".

VI – Officers

1. All officers shall be members of The Board.
2. The officers of The Board shall be President, Vice-President, Secretary, and Treasurer.
3. The term of office for an Officer shall be one year.
4. Nominations for election of officers shall be made to The Board at the regular October meeting, one month prior to elections.
5. Officers shall be elected at the regular November meeting of The Board by a simple majority vote of the members of The Board. Officers shall assume their positions January 1st of the new year, the term shall end December 31st the same year.
6. Vacancies among the officers shall be filled by election at a regular meeting. A simple majority vote of the Trustees present shall determine the outcome.
7. Duties of President: The President presides at all Board meetings and appoints committees of The Board.
8. Duties of Vice-President: The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.
9. Duties of Secretary: The Secretary records Board minutes which are approved monthly by The Board and handles correspondence required of the office.
10. Duties of Treasurer: The Treasurer monitors the budget, financial records, reports, audits, investments, and is the chairperson of the Finance Committee.

VII – Meetings

1. Regular meetings shall be held at least eight (8) times each year at dates and times established by The Board at the beginning of the library year. All meetings of The Board shall be open to the public, except during executive sessions.
2. Special meetings may be held at the call of the President or by written request by two or more Trustees. The notice of the date, time and place of a special meeting shall be telephoned to each Member at his or her usual place of business or residence at least forty-eight (48) hours prior to the time of the meeting.
3. A simple majority of the designated number of members of The Board shall constitute a quorum.
4. The order of business shall be as follows:
 - a. Approval of the Agenda
 - b. Public Comment
 - c. Correspondence/Communications

- d. Minutes of the previous meeting
- e. Report of the Finance Committee
- f. Report of the Library Director
- g. Committee reports
- h. Nominations and elections
- i. Old business
- j. New business
- k. Date, time and place of next meeting
- l. Adjournment

VIII – Committees

1. The President of The Board shall appoint all committee members, as needed. Committees include, but are not limited to, the Finance Committee and the Budget Committee.
2. All committee actions are subject to approval by a simple majority of the Board.

IX – Library Director

1. The Library Director shall be considered the executive and administrative officer of the Library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. The duties of the Director shall include attending and reporting at meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Librarian shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.
4. The Director implements all policies adopted by The Board, reports monthly to The Board, advises The Board, and recommends policies to The Board.

X –Amendments

These By-laws may be repealed, amended, or added to by a simple majority vote of the whole Board at a regular meeting. Such actions may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

**CLIFTON COMMUNITY LIBRARY
BOARD OF TRUSTEES SEATS/TERMS OF MEMBERSHIP
5 year Terms/Unlimited Number of Terms**

Cynthia Whitmore

Seat commenced Jan 2015- Oath Jan 13, 2015
First term Jan 2015 - Dec 2019
Second term: Jan 2020 -Dec 2024- Oath January 30, 2019

Donald Lashomb III

Seat commenced: Jan 2016- Oath Jan 11, 2016
First term: Jan 2016- Dec 2020
Second term: Jan 2021- Dec 2025- Oath February 27, 2018

Nicole Curry

Seat commenced: March 2019 - Dec 2023- Oath April 12, 2019
First term: March 2019 - Dec 2023

Kathy Gil

Seat commenced October 2020 (For Joann Young, term expired 12/24)
First term: Oct 2020 - Dec 2024- Oath Oct 19, 2020

JoAnn Young

Seat commenced: March 2021- (For Hamilton/Tate, term expired 12/25)
Returning term: March 2021- Dec 2025- Oath January 30, 2019

- Bylaws require 5-9 members, currently there are 5

Approved March 16, 2021

Circulation and Interlibrary Loan Policy

Clifton Community Library

The following are rules and regulations of the Clifton Community Library. These are effective April 20, 2021 as amended by the Board of Trustees of the Clifton Community Library.

I. New Cardholders:

- A. Complete a registration form and provide identification. Primary identification to be used is identification with a picture (preferably a Driver's License) which has the individual's current address. If the address information on the picture ID is not current, then another form of identification must be presented which verifies the individual's current address (i.e. a piece of mail or bill). Individuals who do not possess a valid picture ID must present two documents that verify current address.
- B. Children 14 and under must apply with a parent or guardian and that adult's signature is required on their registration form.

II. Overall Policy:

- A. Individual library card holders are allowed an overall limit of 10 items.
- B. A patron's library privilege expires after one year. The patron may renew their privileges after confirming their address, phone and email with library staff.

III. Loan Periods:

- A. All items (except "new" items, magazines and videos) are loaned for 21 days.
- B. All magazines and "new" items (except video) are loaned for 14 days.
- C. All video items (DVD and VHS) are loaned for 7 days.
- D. All reference items do not circulate.

IV. Holds:

- A. Materials will be available for pickup for 5 days after they are processed.
- B. Holds may be placed in person or over the phone or online.
- C. There is a limit of 5 holds per patron.

V. Renewal Policy:

- A. All items (except new items) may be renewed 3 times if there are no holds.
- B. New items may be renewed once if there is no hold on the item.
- C. Renewals are not allowed on items with holds.
- D. Renewals may be done in person or over the phone or online.

VI. Overdues and Fines: The Clifton Community Library is a fine free library.

- A. In the event that a patron has lost an item, the patron will be charged for the replacement cost of the item.
- B. In extenuating circumstances, a donation can be made in lieu of the fine.

VII. Damaged Materials:

- A. If a book or other material is damaged beyond repair, the borrower is required to pay the billed amount.
- B. Borrowing privileges are revoked, until the damaged item is paid for.

Circulation and Interlibrary Loan Policy Clifton Community Library

- C. In extenuating circumstances, a donation can be made in lieu of the replacement cost.

Confidentiality:

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).

These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, **including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records.** These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Clifton Community Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

VIII. Interlibrary Loan:

The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.

Definition:

An Interlibrary Loan request is defined as a request for library materials made on behalf of a library patron through the Due North or OCLC systems.

A. Patron Status:

- a. Patrons must have a library card in good standing to use the Interlibrary Loan service. A patron status of "Blocked" will deny ILL service.
- b. Interlibrary Loan requests will not be processed for patrons with overdue Interlibrary Loan materials.

Clifton Community Library
Cranberry Lake, NY
Materials Selection / Collection Development Policy

The following are the policies and guidelines of Clifton Community Library, as adopted by the Library's Board of Trustees on May 18, 2021.

1. Objectives:

The purpose of Clifton Community Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The Materials Selection/Collection Development Policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Clifton Community Library Board of Trustees and are integral parts of the policy.

The Materials Selection/Collection Development Policy shall be reviewed and/or revised as the need arises.

2. Responsibility for Selection:

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Clifton Community Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director answers to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

3. Criteria for Selection:

The main points considered in the selection of materials are:

- a) individual merit of each item
- b) popular appeal/demand
- c) suitability of material for the clientele
- d) existing library holdings
- e) budget

Reviews are a major source of information about new materials. The primary sources of reviews are Book Page, The New York Times, Good Reads, and patron reviews.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials shall be judged on the basis of the work as a whole, not on a part taken out of context.

4. Interlibrary Loan:

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, Clifton Community Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

5. Gifts and Donations:

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable that gifts of specific titles be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. Clifton Community Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

6. Weeding:

An up-to-date, attractive and useful collection shall be maintained through a continual withdrawal and replacement process. The withdrawal and discard of items from the library's circulation is based upon 3 decision making pillars 1) Condition of the item 2) Circulation of the item and 3) Accuracy of information. This ongoing process of weeding is the responsibility of the library director, and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

7. Potential Problems or Challenges:

Clifton Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in the policy.

Responsibility for materials read by children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

8. Challenged Materials:

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Person's request that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Material" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Clifton Community Library Board of Trustees.

Disaster Preparedness Policy Clifton Community Library

Disaster Preparedness Policy

The following Disaster Preparedness Policy of the Clifton Community Library is effective November 16, 2021 as adopted by the Board of Trustees of the Clifton Community Library.

1. Fire

Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

2. Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

3. Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, call the police (911). Clear the building. The police will handle the actual bomb search.

4. Snowstorms

Emergency Library closure due to weather, mechanical, personal, or other emergencies rests with the Librarian (See Operating Policy amended June 15, 2021).

Clifton Community Library
Cranberry Lake, NY

Internet Policy
Adopted April 14, 2014

The library offers access to the Internet as an electronic means of reaching ideas and information and greatly expanding its information services beyond the traditional collections and resources.

Introduction:

It is the policy of the Clifton Community Library to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Clifton Community Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Clifton Community Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Library Staff.

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the library and of the community.

Public Computers:

- Access is by both reservation and "walk-in" when available. Reservations may be made in person or by telephone.
- You must log in using a valid library card from an automated NCLS library or request a guest pass at the Circulation Desk.
- A user upon log in must agree to the internet policy of the library in order to access the internet on Public Computers.
- Public Computer use is limited to sixty minutes. A user may request their time be extended if no one is waiting.
- Reservations may be made for blocks of time beyond sixty minutes for special circumstances. Additional reserve time may be granted at the discretion of a staff member.
- Public Computer use is limited to the hours that the library is open.
- Wireless service is available during library open and closed hours.
- When saving data while using a Public Computer, a user must save files or downloaded data to a personal site or device prior to ending their session. All data a patron enters is deleted upon computer restart at session close.
- Library staff is available to help navigate the Internet by offering suggestions for sites and searching assistance.

Wireless Service:

- You must log in using the wireless user name and password available to patrons and guests at the Circulation Desk during open hours.
- A user upon log in must agree to the internet policy of the library in order to access the internet on Public Computers.

Disclaimer:

The library does not guarantee the computer system to be error free or without defect.

The library is not responsible for:

- The actions of its patrons,
- The accuracy or quality of information accessed through the computer,
- Any damage to or loss of data, or interruption of service patrons may suffer while using the computer.

Access by Minors

It is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for their minor children.

Adoption

This Internet Safety Policy was adopted by the Board of Clifton Community Library at a public meeting, following normal public notice, on January 20, 2014.