

Weedsport Free Library
Regular Board Meeting Minutes
Date: 6/9/2022

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Paul Reichhart, Samantha Black and Linda Quinn

Present via Zoom: Kimberly Springer (2517 Denman Rd. Weedsport, NY)

Absent: Ted Ball and Megan Quill

-Meeting called to order by Wendy at 6:33 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve the May 2022 Board meeting minutes by Paul, 2nd by Don, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill (Wendy Bannister)

*Budget Income Statement report --Increased financial activity noted in May to prepare for the summer activities. Fundraising income of \$440 generated from the Field of Honor program, Arby's night fundraiser and sale of lawn signs. Donations of \$1,404.92 represented funds provided by KeyBank and the Town of Brutus for the Gazebo summer concert series, the book sale, and other smaller donations. Grant income of \$2,918 was a combination of the Community Foundation grant and FLLS Outreach mini grant. Other Income of \$493.50 represented the Insurance dividend which offset the annual expense. Expenses are in line with budget for the month of May.

*Motion by Chris, 2nd by Paul, all in favor.

Director's report: Samantha Black

- Patron visits & circulation were down in May. Decreased numbers are believed to be a result of the sidewalk construction.
- Debbie Henderson from the Friends of the Library organized a Boat Tour event to be held on July 20th.
- Meeting room has been used throughout the month.
- Samantha discussed the Verizon phone upgrade system adding the caller ID feature. There is an installation fee of \$70. A \$10 discount was offered on each additional line.
*A motion was made by Paul, 2nd by Chris to approve the \$70 installation fee to upgrade the Verizon phone system and include the caller ID feature.
- The Library hours were reviewed. There have been no complaints with the change in hours to close at 8pm.
- Upgrading the bookkeeping software was discussed. Samantha is looking into Sage 50, a cloud based program. Wendy mentioned asking about a non-profit discount. Samantha is expecting the annual cost to be between \$300 - \$600.
- An overview of the 2022 Gazebo concert line-up was provided.
- The Field of Honor program was a success.

Children's Programs: Linda Quinn

- Mother's Day themed Preschool Story Time and Toddler Rhyme Time were held May 3rd and 5th. There were 3 attending Preschool Story Time and 6 attending Toddler Rhyme Time.
- Lego Club was held on May 26th. There were 9 who attended.
- Linda began classroom visits to the elementary school on May 31st. Classes had a read-aloud (younger classes also shared a song) and each student was given a Summer Reading flyer, bookmark and an Arby's bookmark/coupon.
- Plans are underway for this year's Summer Reading Program. This year's theme is "Oceans of Possibilities". The program runs from June 27th – August 13th.

Chris moved to accept the May 2022 Director's report, 2nd by Don, all in favor.

Committees:

***Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer and Samantha Black

- The Board was provided five policies to review and approve. The policies included Library Closures, Regulations Governing Use of the Library by the Public, Meeting Room General Rules of Use, Meeting Room Application, Bulletin Board Rule for Use, Electronic Sign Policy and E-Reader Device Borrower Agreement. The committee met via Zoom on May 31st to review the five policies. Samantha discussed the changes that were made which were noted in the policy drafts provided to the Board. The occupancy limit was changed to a limit of 29.

* A motion was made by Paul, 2nd by Sarah to approve the Library Closures policy, Regulations Governing Use of the Library by the Public policy, Meeting Room General Rules of Use policy, Meeting Room Application policy, Bulletin Board Rule for Use policy, Electronic Sign policy and E-Reader Device Borrower Agreement as presented.

***Buildings and Grounds:** Ted Ball, Don Burdick, Paul Reichhart

- The water tank is being repaired.
- McLaughlin Glass will be providing an estimate to repair the window when they are in the Weedsport area.
- Volunteers are needed to maintain the Library gardens over the summer.
- Continued discussions with Woodcock & Armani regarding the HVAC rebate.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Samantha Black

- The committee met on May 31st via Zoom to discuss the long-range planning document as part of the minimum standard requirements. The draft of the long-range planning document is expected to be reviewed at the September meeting.

***Fundraising:** Bob Kelley

- Library lawn signs are available for purchase.

Next meeting will be September 8, 2022 at 6:30 PM.

At 7:10 P.M., Don moved to Adjourn, 2nd by Sarah. All in favor.

Respectfully submitted by Sarah

Directors' Report
Weedspoint Free Library
Library information for May 2022 – Board Meeting 060922

Patron Visits	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr. To Date
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Note: 2020 shutdown and restrictions impact mid-March and beyond

2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	8,138
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	6,724
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	3,394
2021	526	627	822	749	735	994	1224	928	783	834	895	674	3,459
2022	609	739	953	824	820								3,945

Circulation

2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	7,075
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	7,007
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	4,018
2021	1048	1125	1286	1398	1031	1256	1432	1198	1074	1127	1064	1012	5,888
2022	885	1060	1237	1180	974								5,336

New Cards Issued

2018	12	14	11	17	10	30	21	19	23	18	9	11	64
2019	11	14	17	9	17	17	31	17	16	15	8	10	68
2020	15	13	8	0	0	3	9	6	10	14	7	10	36
2021	5	11	10	9	8	13	17	9	5	13	9	14	43
2022	11	11	14	16	5								57

**Digital Downloads
(OverDrive)**

2018	114	105	118	136	118	120	140	135	161	111	131	104	591
2019	150	109	140	123	178	158	161	161	119	124	153	148	700
2020	160	165	190	245	247	251	239	230	226	236	252	226	1007
2021	190	184	207	200	184	258	218	182	177	187	159	190	965
2022	161	191	183	183	182								900

**Total circ.
including digital**

2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	5,247
2021	1268	1309	1493	1598	1215	1514	1650	1380	1251	1314	1223	1202	6,883
2022	1046	1250	1420	1363	1156								6,235

Meeting Room Use:

- Arby's
- Auxiliary Meetings
- Bee-Keepers
- Charity knitting group
- Fortnightly
- Girl Scout meetings
- Insurance signups
- Lego Club
- Library Adult Book Club
- Lock 52 Band Practice
- NAMI
- Senior Cinema
- Stories with Simcha
- Tutoring

May 2022

- Samantha attended the Falcons meeting via zoom on Thursday, 5/19.
- Samantha facilitated Book Club on Tuesday, 5/17. 9 attended.
- Samantha attended the IDEA (Inclusion, Diversity, Equity, Accessibility) Committee Meeting on Wednesday, 5/25.
- Senior Cinema: 7 participants
- Crystal & Friends of the WFL facilitated 2 tech help sessions

Children's Programs May 2022

- Mother's Day themed Preschool Story Time and Toddler Rhyme Time were held May 3rd and 5th. There were 3 attending Preschool Story Time and 6 attending Toddler Rhyme Time.
- Lego Club was held on May 26th. There were 9 who attended.
- Linda began classroom visits to the elementary school on May 31st. Classes had a read-aloud (younger classes also shared a song) and each student was given a Summer Reading flyer, bookmark and an Arby's bookmark/coupon.
- Plans are underway for this year's Summer Reading Program. This year's theme is "Oceans of Possibilities". The program runs from June 27th-August 13th.

Weedspport Free Library
Balance Sheet
May 31, 2022

ASSETS

Current Assets		
Key - Checking #4047	\$	5,932.01
Key - Public Tax Money #2802		55,776.20
Key Restricted Svgs #0148		141,369.20
Cash on Hand		200.00
Total Current Assets		203,277.41
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		(356,719.10)
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		6,775.16
Total Other Assets		6,775.16
Total Assets	\$	450,735.79

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	85.00
Pension Payable		21.25
SS W/H		(179.85)
Medicare W/H		(42.06)
Federal W/H		(164.30)
State W/H		(61.25)
Restricted Funds - Friends		6,875.70
Restricted Funds-Jr. Friends		1,229.36
Total Current Liabilities		7,763.85
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		7,763.85
Capital		
Surplus - Capital		448,937.76
Retained Earnings		27,373.15
Net Income		(33,338.97)
Total Capital		442,971.94
Total Liabilities & Capital	\$	450,735.79

Unaudited - For Management Purposes Only

Weedport Free Library
Budget Income Statement
For the Five Months Ending May 31, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Cayuga County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	\$ 3,000.00	\$ 500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Village	0.00	16,950.00	(16,950.00)	16,950.00	16,950.00	0.00
School District	0.00	0.00	0.00	0.00	0.00	0.00
Local Aid	0.00	0.00	0.00	0.00	0.00	0.00
Other Cash Grants	0.00	0.00	0.00	0.00	0.00	0.00
Other State Aid	0.00	0.00	0.00	10,143.00	0.00	10,143.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	1,404.92	0.00	1,404.92	2,723.62	1,000.00	1,723.62
Donations from Friends	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)
Fund Raising-OR	440.00	0.00	440.00	740.00	0.00	740.00
Investments Interest-OR	2.08	0.00	2.08	10.05	0.00	10.05
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	67.75	0.00	67.75	307.55	750.00	(442.45)
Lost Materials Income	20.00	0.00	20.00	40.00	0.00	40.00
Other Income-OR	493.50	0.00	493.50	533.51	500.00	33.51
Grant Income	2,918.00	0.00	2,918.00	2,918.00	0.00	2,918.00
Restricted Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	5,346.25	16,950.00	(11,603.75)	58,588.73	45,423.00	13,165.73
Salaries/Benefits	6,874.63	7,448.67	(574.04)	35,224.96	37,243.35	(2,018.39)
Total Payroll/Expense	6,874.63	7,448.67	(574.04)	35,224.96	37,243.35	(2,018.39)
Expenses						
Building Repair	49.47	0.00	49.47	39,175.48	2,000.00	37,175.48
Serials	0.00	583.33	(583.33)	287.69	2,916.65	(2,628.96)
Books	536.65	0.00	536.65	2,288.10	0.00	2,288.10
Software/online databases	0.00	0.00	0.00	46.97	0.00	46.97
Audio/Video/DVD	63.91	0.00	63.91	228.16	0.00	228.16
Computer Lic	0.00	0.00	0.00	2,883.60	3,000.00	(116.40)
Contract Services	66.00	219.33	(153.33)	330.00	1,096.65	(766.65)
Copier - Lease	68.95	69.00	(0.05)	344.75	345.00	(0.25)
Custodial Support	454.80	458.33	(3.53)	1,924.63	2,291.65	(367.02)
Equipment Repair/Upgrades	0.00	91.67	(91.67)	0.00	458.35	(458.35)
Insurance - Property/Liability	1,116.42	907.50	208.92	2,236.42	1,815.00	421.42
Insurance - D & O	100.00	0.00	100.00	100.00	0.00	100.00
Library Supplies	48.75	83.33	(34.58)	569.11	416.65	152.46
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	317.85	200.00	117.85

Weedport Free Library
Budget Income Statement
For the Five Months Ending May 31, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	160.00	158.33	1.67	726.00	791.65	(65.65)
Postage	58.00	25.00	33.00	343.16	125.00	218.16
Professional Services	0.00	0.00	0.00	1,851.50	1,950.00	(98.50)
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	133.02	130.83	2.19	667.09	654.15	12.94
Travel & Seminars	0.00	0.00	0.00	0.00	750.00	(750.00)
Utilities	130.58	458.33	(327.75)	2,382.23	2,291.65	90.58
Total Expenses	2,986.55	3,184.98	(198.43)	56,702.74	21,102.40	35,600.34
Net Operating Income	(4,514.93)	6,316.35	(10,831.28)	(33,338.97)	(12,922.75)	(20,416.22)
Mobil Unrealized Gain Investme	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation expense	0.00	0.00	0.00	0.00	0.00	0.00
Interest & Dividends	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (4,514.93)	\$ 6,316.35	(10,831.28)	\$ (33,338.97)	\$ (12,922.75)	(20,416.22)

Revenue - Lots going on in May to get ready for Summer activities

④ Fundraising
Field of Honor
Arbys night
Lawn signs.

⑤ Smaller Donations plus Gazebos ~~from~~ Keybank and town (\$1300) Plus book sale (\$160)

⑥ Community Foundation grant (\$2247) plus Outreach Mini grant fees (\$1671)
Grant income will offset 'other expenses' when incurred.

⑦ Insurance dividend which offsets expense.

Weedsport Free Library
Cash change report
As of: May 31, 2022

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	1,922.33	\$ 14,126.17	\$ (10,116.49)	\$ 4,009.68	\$ 5,932.01
10500	Key - Public Tax Money #	68,775.28	0.92	(13,000.00)	(12,999.08)	55,776.20
10900	Key Restricted Svgs #014	137,146.09	4,380.26	(157.15)	4,223.11	141,369.20
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>208,043.70</u>	<u>\$ 18,507.35</u>	<u>\$ (23,273.64)</u>	<u>\$ (4,766.29)</u>	<u>\$ 203,277.41</u>

Weedsport Free Library
GI Account Summary Report
As of: May 31, 2022

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(6,764.60)	\$ 50.00	\$ (161.10)	\$ (111.10)	\$ (6,875.70)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(7,993.96)</u>	<u>\$ 50.00</u>	<u>\$ (161.10)</u>	<u>\$ (111.10)</u>	<u>\$ (8,105.06)</u>

WeedSPORT Free Library Summary Restricted Savings Account

For the Period From Jan 1, 2022 to May 31, 2022

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted	Book Purchases	Book	150.00	107.15	-42.85	
		Other Income	500.00	502.71	2.71	
			<u>650.00</u>	<u>609.86</u>	<u>-40.14</u>	
Building Maintenance						
			10,000.00		-10,000.00	
			<u>10,000.00</u>		<u>-10,000.00</u>	
Capital Improvement						
				38,787.00	38,787.00	
				<u>38,787.00</u>	<u>38,787.00</u>	
Community Foundation						
			2,918.00		-2,918.00	
			<u>2,918.00</u>		<u>-2,918.00</u>	
Friends Restricted						
		Book		475.99	475.99	
		DVD		196.00	196.00	
		Electronic Res		151.20	151.20	
		Membership	25.00		-25.00	
		Other Expense		212.11	212.11	
		Other Income	143.75		-143.75	
		Sale of Books	986.57		-986.57	
			<u>1,155.32</u>	<u>1,035.30</u>	<u>-120.02</u>	
Gazebo						
			1,600.00		-1,600.00	
			<u>1,600.00</u>		<u>-1,600.00</u>	
Interest						
			5.90		-5.90	
			<u>5.90</u>		<u>-5.90</u>	
Peterson Memorial						
		Book		80.00	80.00	
		Other Income	100.00		-100.00	
		Serials		27.95	27.95	

Weedspport Free Library

Summary Restricted Savings Account

For the Period From Jan 1, 2022 to May 31, 2022

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted	Total		100.00	107.95	7.95	
			16,429.22	40,540.11	24,110.89	24,110.89
			16,429.22	40,540.11	24,110.89	24,110.89
Report	Total					

Weedsport Free Library

Library Closures

1. When the county declares a state of emergency the Library will close.
2. When Weedsport Central School District, hereafter called school, closes due to inclement weather, the library shall be closed.
3. When afternoon and evening activities at school are cancelled due to inclement weather, the library will close at 5pm.
4. If school closes early, the Library Director will use ~~his/her~~ their discretion in conjunction with the Board President or other Board member as to an early closing time for the library.
5. In the event school delays opening, the Pre-School Story Hour will be cancelled. The Library will open at its regular time.
6. If the Library has to be closed for weather-related conditions on days when school is not in session, the Library Director will consult the Board President or other Board member and post the closure on the Library website and Facebook page, television stations ~~and Time Warner~~, and if possible, the e-sign and a sign on the door.
7. In the event of a non-weather emergency situation, the Library Director shall consult, when possible with the Board President or other Board member as soon as possible as to the reason for such closing.

We are a public institution; every effort is made to maintain regular hours for the public. The intent of this policy is to promote safety and an unambiguous course of action regarding inclement weather closures. In addition to the safety of employees, it is important to us that patrons not risk travel to the library during potentially dangerous weather conditions.

Approved 01/26/17

Weedsport Free Library

Regulations Governing Use of the Library By the Public

The Weedsport Free Library, established under the laws of the State of New York and chartered by the New York State Board of Regents, is committed to providing educational, recreational and informational materials and services to the residents of the Weedsport Free Library service area.

The Board of Trustees of the Weedsport Free Library, under Section 262 of the New York State Education Law, establishes the following rules of behavior in order to facilitate the broadest and most equitable use of the facilities of the Library:

1. Respect for the rights and needs of all library users shall be maintained at all times and use of the library's materials shall be so supervised that the broadest number of people can be adequately served.
2. All members of the public will so conduct themselves that they will not interfere, by their actions or speech, with the legitimate rights of other library users.
3. Conduct considered improper in the library includes, but is not limited to:
 - a. Public disturbance
 - b. Offensive or abusive language
 - c. Sleeping
 - d. ~~All games and gambling~~ Gambling
 - e. Loitering
 - f. Using, possessing, or being under the influence of alcohol, narcotics or hallucinogenic drugs.
4. The consumption of food and beverages within the library is forbidden. Programs approved by the library director may be exempt from this rule.
5. No smoking is permitted in the library or on library grounds, at any time.
6. For reasons of safety and hygiene, no one may use the building unless wearing shoes and a shirt.
7. Library furnishings and materials are not to be rearranged or disarranged by patrons without permission of the library staff.
8. No tacks, pins, Funtack, or tape of any kind will be allowed on the woodwork, walls, or other inappropriate areas.

9. All patrons shall obey the reasonable request of the library staff.
10. No loitering in or overcrowding of toilet facilities shall be permitted at any time. One person at a time is allowed in the toilet facilities, unless a parent or guardian is accompanying a child.
11. Solicitation of funds, distribution of literature or promotional material, or sale of goods is forbidden by any person or agency other than the library, without library director/Board of Trustees approval.
12. Packages, briefcases and any other containers may be examined before patrons leave the building.

Any person who violates the above rules or fails to use the library's materials or equipment according to regulations established by the library director or designee will be subject to expulsion from the building. Infringement of any of the regulations here stated shall be grounds for denial of future services.

Weedspport Free Library

Meeting Room General Rules of Use

Use of the meeting room in the Weedspport Free Library is primarily for programs conducted or sponsored by the library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural or civic purposes. All meetings must be open to the public, but need not be public meetings.

Programs which are planned by the library take precedence over meetings of outside groups. The library reserves the right to preempt the use of meeting space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

No admission fees or required donations may be charged.

The sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

APPLICATION: An organization requesting the use of the meeting room for the first time must complete a meeting room application. An individual responsible for the changes or cancellations to the scheduled meeting date should communicate with the library staff as soon as possible.

General Rules of Use

1. The meeting room is available for use during the library's normal hours of operation. Specific requests for after-hours use may be made to the library director.
2. The meeting room may not be used for religious services, sales promotion, social functions such as showers, birthday parties, etc., or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
3. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
4. Except as a designation of location the name of the library may not be used in any publicity relating to use of meeting rooms.

5. No cooking may be done or food served without the approval of the library director. No alcohol may be served at any time. No smoking is permitted at any time in the library or on library grounds.
6. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
7. Meeting rooms must be left in acceptable, unlittered condition. Tables and chairs must be returned to the positions in which they were found. Groups are expected to vacuum the floor if necessary. See staff for vacuum.
8. No illegal gambling may be played.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. Library personnel will not move or rearrange heavy equipment
11. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
12. The applicant accepts liability for either damage to library facilities or loss of library property.
13. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
14. Library personnel must have free access to meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
15. All users of the meeting room shall abide by the New York State Public Officers Law, Article 7 (Open Meeting Law).

Weedsport Free Library

Meeting Room Application

(Complete all sections below)

ORGANIZATION INFORMATION

Organization Name _____

Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

Telephone Number _____ Best Time to Call _____

Cell Phone Number _____

MEETING INFORMATION

Date Requested _____ Day of week _____

Time: From _____ To _____

Purpose of Meeting _____

Expected Attendance _____ May not exceed occupancy limit (28).

I have read and understand the "Rules for Meeting Room Use" and agree to abide by them.

Print Name _____ Organization _____

Signature _____ Date _____

Request Approved _____ Request Denied _____

Library Director's Signature _____

Weedsport Free Library

Bulletin Board Rules for Use

1. The Library Bulletin Board is to be used for the posting of notices of:
 - a) library business or activities
 - b) Educational, cultural, nonprofit and civic interest.
2. Any other notices for personal or commercial purposes shall be posted on the Community Bulletin Board at the discretion of the library director.
3. Only authorized library personnel may post notices on the Library Bulletin Board. Any notice to be considered for posting must be submitted to the library director for approval.
4. All notices intended for posting on the Library Bulletin Board must contain the following.
 - a) name of sponsoring agency.
 - b) contact information of sponsoring agency or authorized representative.
 - c) date of posting.
5. Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space on the Library Bulletin Board or the Community Bulletin Board.
6. Notices may be removed after two weeks, when they are no longer timely, or when space is required for more current items.
7. The library does not necessarily advocate or endorse the content of notices on the Library Bulletin Board or the Community Bulletin Board. The library accepts no responsibility for loss or damage to any item accepted for posting.

***Failure to comply with these rules may result in denial
of future posting privileges.***

Weedsport Free Library

Electronic Sign Policy

The purpose of the electronic message board sign is to promote and market Library services, programs, events and resources. Content is limited to Library sponsored or co-sponsored events, Library services and resources, or community announcements in which the library is a participant. Community announcements shall be determined by the Library Director, Assistant Director, or the Library Board of Trustees.

1. Messages on the sign are only to be posted with the authorization of the Library Director, Assistant Director, or the Library Board of Trustees.

Requests to post messages are to be directed to the Library Director in writing a minimum of two weeks in advance.

2. The sign will operate between the hours of 6:00 AM to 10:00 PM.

3. Messages from non-profit community organizations will be incorporated into the library's rotating messages at the discretion of the Library Director, Assistant Director, &/or the Board of Trustees.

4. Messages of a political, religious, personal, or commercial nature will not be considered.

5. Messages may be removed after two weeks, when they are no longer timely, or when space is required for more current items.

6. Emergency public service announcements may be posted as circumstances warrant.

Weedsport Free Library

E-reader Device Borrower Agreement

I understand the following terms of use for borrowing an E-reader:

- The E-reader device has a ~~two~~ three week loan period with no renewal.
- The E-reader device must be returned to the lending library circulation desk – not in the drop box~~!.~~
- ~~• I will be fined a late fee of \$1/day for each day overdue with a \$5 maximum late fee.~~
- ~~• The E-reader device circulates and will be returned with the following: blue case, power adaptor (green case), USB cable, stylus, and quick start guide.~~
- I will use this responsibly and return it in good condition. In the event that the device is damaged or lost, I will be charged all replacement costs.

Name of Borrower: _____

Name of Parent/Guardian: _____
(If under age 17)

Library Barcode: _____

Signature: _____

Parent/Guardian Signature: _____
(If under age 17)

Date: _____ Phone: _____

NOTE: Any lost or missing E-reader device will be deactivated and will be not useable.

