

IN THE ADIRONDACKS

**Lake Placid Public Library**

2471 MAIN STREET  
LAKE PLACID, NEW YORK 12946

## **A Policies Statement of the Lake Placid Public Library**

### **I. BACKGROUND INFORMATION**

#### **A. HISTORY OF THE LIBRARY:**

The Lake Placid Public Library was established in 1884 and granted a Certificate of Incorporation that same year by the State of New York. Ten years later the Library was transferred to the sponsorship of the Lake Placid School District. A third and final charter as a Central School District Library was granted by the New York State Department of Education in 1951.

The Lake Placid Public Library is chartered to serve the area encompassed by the Central School District, although membership is not limited to it. Participating libraries in the Clinton-Essex-Franklin Library System extend memberships to each other's patrons, subject to registration and the rules of the member library.

#### **B. MISSION STATEMENT:**

To be a focal point of our community which provides educational, informational, cultural, and recreational material for all.

#### **C. FINANCIAL SUPPORT FOR THE LIBRARY:**

The principal source of income for the Library comes from the Lake Placid Central School District tax base. Each year the Library Board submits a budget to the voters of the Central School District detailing the operating funds needed for the coming fiscal year.

Upon approval these monies are collected by the School District and allocated to the Library. Other sources of income may include State Library Services Aid, Tri-County Systems Aid, fees, fines, and non-resident charges. The Library also accepts gifts, bequests, and donations of books and goods for sale or for its own use. These funds are kept in separate accounts other than the operating account.

### **I. ORGANIZATION AND STRUCTURE**

#### **A. BOARD OF TRUSTEES**

The Lake Placid Public Library is governed, according to its charter, by a

five to nine member Board of Trustees elected by the voters of the Lake Placid Central School District. The length of the term is five years with one member elected each year. The number of terms a member may serve is not limited. The Library Director serves as Secretary to the Board, and is a non-voting member. A President, Vice-President, and Treasurer are elected by board members at their organizational meeting in July of each year. Members are required to take an oath of office upon being seated. The Library Board is a separate and autonomous Corporate body, independent of the School District Board of Education. It acts according to by-laws adopted following guides of accepted practice and the regulations of the New York State Department of Education.

B. LIBRARY STAFF:

The Lake Placid Public Library currently employs the following staff:

1. Library Director (1)
2. Assistants (5)
3. Maintenance Worker (1)

1. The Director

The Director's position is a Civil Service appointment subject to a competitive examination, at the Senior Library Clerk level. The duties and responsibilities of this position include:

- Administering the policies of the Board of Trustees
- Supervising the Staff and evaluating their job performances
- Keeping financial records under the supervision of the Board of Trustees
- Completing and filing the Annual Report of Libraries to the New York State Education Department
- Informing the Trustees of the needs of the Library both physical and financial, and together with the Board, preparing the annual budget
- Consulting with the Assistants on the selection and ordering of Library materials
- Overseeing technical services, collections management, and working with the Library System in service to the community

2. The Assistants

The Assistants' duties include:

- Work on the circulation desk
- Reader's services and reference work
- Cataloging and processing books, periodicals and audio-visuals
- Weeding the collections, under the Director's supervision

- Interlibrary loans and computer services
  - Story Hours, School Tours
  - Corresponding work in Children's Services
3. Maintenance Worker
- Interior work includes:
- Vacuuming, mopping, general cleaning and minor repairs.  
(Exterior work, such as snow clearance, lawn care, Spring and Fall cleanup, painting and heavier repairs are handled on a contract basis per job.
4. Volunteers
- The number of volunteers at the Lake Placid Public Library varies with the seasons; some are year round, some only summer. These volunteers work in their areas of interest, i.e. clerical work, slipping and shelving materials, work in the children's room, etc. There is currently no 'Friends of the Library' group.

## II. INVESTMENT / ACQUISITION POLICY

All gifts of stocks/bonds must be sold upon receipt. The proceeds are to be deposited into an interest bearing account. Unsolicited monetary gifts will be used for the enhancement of the library collection or put toward capital building improvements. Twenty percent (20%) or more of all unsolicited and undesignated monetary gifts will be placed in the Endowment Fund at the discretion of the Board of Trustees and twenty percent (20%) or more of all unsolicited and undesignated monetary gifts will be used for the purchase of books for the Library's collections. Regarding non-monetary gifts, the Board of Trustees reserves the right to keep, sell or dispose of the donated items, as needed for the greatest benefit of the Library.

### IN SUMMARY:

The above current policies of the Board of Trustees of the Lake Placid Public Library remain in effect until such time as events necessitate change and/or more specificity.

*Approved by Board of Trustees of the Lake Placid Public Library*