

**Constitution and
By-Laws
of the
Elbridge Free Library**

Originally adopted
February 20, 1922

Amended and additions:

1927
1948
1963
1967
1970
1974
1977
1981
1988
1992
2001
2003
2009
2010

Constitution and By-Laws (Adopted 2/20/22)

BY-LAWS OF THE ELBRIDGE FREE LIBRARY

Meetings of members of the corporation: Library Year: Annual Meeting

The library year shall close with December 31 and an Annual Meeting of the members of the corporation shall be held during the last week of January to receive and consider the yearly reports of the Board of Trustees and of other officers of the library, and to provide for the Annual Report for the preceding year to the Regional Library.

A trustee or trustees shall be elected by the members of the Library Corporation at the Annual Meeting for a five year term or to fill an unexpired term. Trustees must be a resident of the Jordan-Elbridge School District.

Quorum

A quorum constitutes the members present at the Annual Meeting.

Replacement of trustees

If one of the five trustees of the Corporation should resign or become unable to perform his/her duties, the remaining trustees shall appoint a trustee to serve until the next Annual meeting at which he/she would be elected for the remainder of the 5-year term.

Other Meetings

Special meetings of the members of the corporation may be held for the transaction of the business stated in the call therefore.

Notices of Meetings

A notice of a special or Annual meeting of the members of the corporation stating the purpose, or purposes, therefore, shall be posted in the library by the Secretary at least five and not more than ten days prior thereto; and only business thus stated in such notice for any meeting may be transacted.

Membership of the Library Corporation

Any person over sixteen years of age, a resident of Elbridge or vicinity, who is a borrower of books from the library and is in good standing, may be considered a member of the Library Corporation.

Amendments

This constitution may be amended at an Annual or special meeting of the Library Corporation membership by a 2/3 vote of members present.

By-Laws of the Elbridge Free Library

Officers

Trustees must elect: a president, vice president, treasurer and secretary of the corporation. The president and vice president must be a Trustee; the treasurer and secretary do not have to be Trustees. Officers are elected by the Trustees at the January Annual Meeting.

Meetings

Regular meetings of the Board of Trustees shall be held quarterly. Other meetings may be called by the president of the Library Corporation and held as needed.

Committees

The president shall appoint the following committees at the Annual meeting:

- Book Committee
- Program Committee
- Publicity Committee
- OCPL Advisory Board Representative

And any other committee that is necessary.

Quorum

A quorum is 3 trustees.

Amendments

At any meeting of the trustees these by-laws may be amended by a 2/3 vote of the trustees.

Rules and Policies
of the
Elbridge Free
Library

A. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use of a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

NOTE: Any person or groups wanting to use the library as a meeting place should complete the appropriate Library Use Form. Meetings should take place during library business hours unless a staff member or Board of Trustee is present at the meeting to take responsibility for unlocking and securing the building before and after the meeting. (4/08)

(Adopted June 18, 1948; Amended February 2, 1961, June 27, 1967 and January 23, 1996 by the ALA Council)

(Accepted by Board of Trustees - 6/29/2009)

B. Reading Material

The Elbridge Free Library seeks to provide its users with a balanced collection of books and other reading matter which serve their educational, cultural and recreational reading needs.

Reading matter is selected for its literary and informational value. However, it is obvious that all desirable reading matter cannot be purchased by the library because of budgetary limitations. Such a limitation introduces some arbitrariness into any selection policy. By maintaining a balanced collection of reading material and by providing for opposing views on controversial topics of interest to the community, the library seeks to prevent bias in its selection of reading matter.

The library will not reject a book or any other reading matter because of the subject it treats, because of the frankness or unorthodoxy with which that subject is treated, because of the race, nationality, political or religious views of the writer or because it disagrees with the views of the Board. However, it will feel free to reject a book (or other reading matter), whatever the subject matter, if it presents as facts statements which are untrue, if it is irrational in its method of presenting views, or if it is purely inflammatory, sensational, pornographic in intent, poorly written or merely trivial. The author's intent will not be judged by isolated passages taken out of context. In particular, the library will not avoid acquiring any reading matter for fear it will arouse controversy. It is precisely in the controversial areas that it must be certain to represent all views.

The library must, as a matter of policy, reject any attempt by individuals and/or groups to impose censorship in any form on the selection of books and reading material for the library. This provision is necessary because libraries, as a matter of experience, have often been subjected to pressure from individuals and/or groups varying from those who would merely like a certain book conveniently overlooked to militant extremists intolerant of all views which differ from their own. The library cannot pander to any individual or pressure group, else by its own action it subverts its institutional role as an unbiased public source of information, and thereby, undermines community confidence in its integrity.

The library serves the community as an unbiased source of information but its service goes beyond passively offering its collection to the public. It encourages its users to make the most of its facilities; it does its utmost to provide its users with the materials to aid them in understanding questions of individual, community, national and world importance; it makes every attempt to fill requests for resources not part of the library's collection; it welcomes and encourages the users of its facilities for educational, socially useful and cultural activities and for the discussion of public questions.

The library, in performing its function so necessary to a free democratic and progressive society, must remain at all times politically, religiously and racially nonpartisan.

Adopted 2/4/63 by Board of Trustees, Elbridge Free Library

C. Borrowing of Materials

1. All books including audio books may be borrowed for three weeks.
2. All books may be renewed for three weeks.
3. There is no limit to the number of books a person may borrow so long as the borrower continues to return books on time and in good condition.
4. Videos and DVDs are borrowed for 7 days and renewable for 7 days.

(Revised June 2009)

D. Archives Room

1. The Archives Room shall be considered a Reference Only Room. Admission to the room shall be allowed only to those persons engaged in research and needing information from the Historical Section to pursue their interests.
2. All persons using the files shall sign the attendance book provided.
3. Nothing shall be removed from the Archives Room except by a historian and only for the purpose of photocopying material requested by the researcher or for an approved display. Photocopying of most items will be allowed at a reasonable cost to the researcher.
4. There shall be open stacks and files and closed files. Closed files can be used only in the presence of authorized historical personnel after proper request has been made.
5. The Archives Room houses the historian offices of the Town of Elbridge, Village of Elbridge and Village of Jordan. These historians are in charge of this room.

(April 26, 1992)

E. Weekly Hours Open (2007)

Monday	1:30-8:00
Tuesday	1:30-5:30
Wednesday	9:00-8:00
Thursday	1:30-6:00
Friday	1:30-6:00
Saturday	noon-4:00

F. Recommendations for Use of Library Facilities

Library facilities will be primarily used to offer a variety of library programs and services that align with the Library's overall mission. All programs must be free and open to the public.

Library facilities will also be available, without charge, for meetings held by outside, non-profit organizations or community groups. The Library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. These meetings must be free and open to the public. A Facilities Use Request Form must be completed by the organization and approved by the Library Director and/or the Board of Trustees.

Use by outside groups will only be granted when Library staff is on duty or a Library Board member is present. Library keys will not be given out to outside groups. Library keys may only be obtained from the Elbridge Village Office. Fundraising events may only be held at the Library if they directly benefit the Library.

Any questions regarding appropriate use of Library facilities will be referred to the Library Board of Trustees.

Voted and adopted at the annual meeting January 25, 1981.
Revised October 2010.

A building use form will be completed to document use of the library. Use will only be granted to people when library staff is on duty or a Library Board member is present. No key will be needed since staff/Board members will be present. Keys can only be obtained by asking at the Elbridge Village Office.

Adopted 4/28/2003

G. Internet Access Policy and Use Guidelines

The Elbridge Free Library System's mission is "to provide adults and children of Elbridge with information and resources that support lifelong learning and lifelong enjoyment". The Internet, with its unprecedented access to the world of information and ideas, is an essential tool for our patrons.

While the Library System offers links to a wide range of useful and interesting sites through its bookmarks, all Internet sites are potentially accessible, some of which may contain controversial or offensive material. The Elbridge Free Library Systems has not effective means for substantive control over the information accessed through the Internet and is not responsible for its content. Access points often change rapidly and unpredictably and not all sources on the Internet provide accurate, complete, or current information. Users of the Internet should exercise caution and critical judgment to thoughtfully evaluate the content they find on the Internet. Parents of minor

children are responsible for their children's use of the Internet through the Library system's connection.

By using the public Internet workstations at the Elbridge Free Library System, you agree to the following guidelines:

The Library is a public place used by people of all ages. Internet use should be appropriate to this situation. All Internet users are expected to use Library Internet access in a responsible and legal manner, consistent with the educational, informational and recreational purposes for which it is provided.

Responsible use of the Internet includes:

- To use a computer you must have a current library card and present it to the librarian on duty who will hold it until you are done. (June 2008)
- To use the Internet for legal, educational, informational or recreational purposes only.
- To respect the needs of other Library users by limiting your time on Library computers to specified periods when others are waiting (1 hour).
- To respect the privacy of others using the Library computers by not interfering with their use.
- To not send, receive, view, download or display illegal material and graphics which may reasonably be construed as obscene. The access and display of obscene graphics and child pornography is illegal. We urge careful consideration of the Internet sites you choose to view. The Library is a public place and other Library users may inadvertently be exposed to graphics displayed as a result of your search(es). Users also have an obligation to exercise control and restraint in regards to displaying materials which may be harmful to minors keeping in mind that children are frequent users of our library.
- To not install personal software on Library-owned computers and not making changes to the setup or configuration of Library-owned software or hardware including the adjustment or alteration of the Operating System.

The Elbridge Free Library does not provide:

- Downloading of material from the Internet. Material can be printed at the cost of twenty (20) cents per page.
- Direct links to news groups or news servers.
- Support for chat capabilities
- Content screening software on workstations.
- Email accounts. Web based email accounts through a commercial provider or educational institution may be accessed. The Elbridge Free Library is not responsible for lost or accessed email.

Library User's Responsibility:

- By accessing the internet at the Library, the user agrees to abide by the terms of this policy.
- Failure to follow Library Internet policies, guidelines, or procedures can result in a loss of the user's access privileges. Illegal or disruptive behaviors can result in immediate termination of access and may necessarily involve intervention by law enforcement authorities. The Library reserves the right to terminate any Internet search session. Users who fail to follow the policies may indefinitely lose their access privileges, particularly in the case of repeat offenders.
- To keep computers safe, please do not eat or drink while using a Library-owned computer.

Adopted April 14, 2001

H. Library Use Policy

The Elbridge Free Library facilities are available to persons of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

The Elbridge Free Library is supported by the taxes of the tax payers of Jordan-Elbridge who expect our facility to be clean, comfortable, and a safe place for selecting materials, reading, researching, studying, writing, using computers and attending Library or community sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

The Children's Department is reserved for use by children, their parents or guardians, and adults interested in children's literature. The Young Adults' Room is reserved for young adults and those who accompany them.

Failure to comply with the Library's established standards of acceptable behavior and rules may result in removal from the building and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

This Library Use Policy was adopted on April 28, 2008 by the Board of Trustees for the comfort and protection of the rights of all those using and working in the Elbridge Free Library. The library staff will enforce this code in a courteous but fair and reasonable manner. We

ask your cooperation in helping us provide a safe and pleasant environment for all our patrons and staff.

For the safety and comfort of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property.

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers)
- Being under the influence of alcohol/illegal drugs and/or selling, using, or possessing alcohol/illegal drugs
- Abusive or foul language; creating disruptive noises such as loud talking or screaming
- Verbally or physically threatening or harassing other patrons, volunteers, or staff
- Soliciting or conducting surveys not authorized by the Library
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment. Persons responsible for such damages will have to pay for needed repairs or replacement
- Fighting or challenging to fight, running, pushing, shoving, or throwing things
- Gambling (including on-line gambling) and card playing
- Using audible devices without headphones or with headphones set at a volume that disturbs others; using cell phones, pagers, and other communication devices in a manner that disturbs others.
- Failure to pay fines or proper Library costs.
- Entering the Library barefooted, without a shirt, or being otherwise attired so as to be disruptive to the Library environment.
- Using wheeled devices in Library property or on Library grounds, except in designated areas, including skateboarding, roller-skating, bicycling, and scooters (exceptions i.e. wheelchairs, walkers, and strollers).

- Neglecting to provide proper supervision of children.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Director of the Library.
- The rules for public behavior are listed above. The Board authorizes any employee to bring to a patron's attention any act or omission which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change his behavior to conform to the rules (warning). If such change is not evident or forthcoming that individual will be asked to leave the library building and library property. If the individual does not leave on his own, police may be called for assistance. An **Incident Report** must be completed by any staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave the building.

Depending on the severity of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library. Individuals who have been barred will be asked to meet with the director and a Board of Trustee representative before being readmitted. Juveniles will be asked to bring a parent or guardian to this meeting.

The Board authorizes the director to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the director to file charges against individuals who continually transgress these rules.

Violation of any of the above rules will result in the following action:

- The offender will be given **one** verbal warning.
- If the violation continues, the offender will be instructed to leave and will not be permitted access to the library for a period of **one (1) week.**
- If the offender refuses to leave, the police will be called to remove him/her, and the offender will not be permitted access to the library for a period of **one (1) month.**
- Chronic offenders (those who are asked to leave the premises on three separate occasions within a six (6) month period) will be barred from the library building and property for **one (1) year.**

Notice of suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, his parents or guardian. If a suspended person enters

or attempts to enter the premises before library privileges are restored, he/she will be subject to criminal prosecution for trespass as allowed by law. Appeal of the suspension of more than one week may be made, in writing, to the Board of Trustees, Elbridge Free Library, 241 East Main Street, Elbridge, NY 13060, within ten (10) days of receipt of notice of suspension.

Date Library Use Policy approved: April 28, 2008

Incident Report

Elbridge Free Library

Date _____ Time _____

Subject _____

Place _____

Persons involved _____

Details

Person completing form _____

I. Historical Record of Library Use and Expenses

Year	Hours open	Volumes	Circulation	Current expenses
1923	4	456	3128	\$200
1933	4	2542	9653	\$200
1943	4	4626	4626	\$300
1953	12	4359	2800	\$600
1963	8.5	5201	5703	\$1770
1973	20	14,650	22,456	\$7850
1980	21	18,930	29,463	\$14,422
1983	23	19,465	26,300	\$23,931
1989	28	18,804	19,000	\$31,748
1990	28	18,668	20,889	\$32,776
1991	29	18,608	21,272	\$46,458
1993	29	19,367	18,725	\$47,787
1995	31.5	17,956	19,291	\$54,654
1997	32	19,344	21,298	\$42,069
1998	31.5	20,258	28,368	\$33,255
1999	34	20,848	30,014	\$28,062
2000	34	21,786	28,120	\$44,414
2001	34	22,617	27,074	\$53,075
2002	34	22,617	27,074	\$54,860
2003	34	22,254	32,041	\$59,464
2004	34	23,998	30,809	\$41,219
2005	34	26,230	32,836	\$46,500
2006	34	26,785	34,110	\$49,000
2007	34.5	27,235	34,324	\$42,500
2008	34.5	27,685	38,926	\$57,500
2009	34.5			
2010				
2011				
2012				
2013				
2014				
2015				

