

Minutes of the Argyle Free Library Board of Trustees

December 14, 2020

The meeting was called to order at 6:32 PM by Martha Johnson, President. This was a zoom meeting.

Members present: Martha Johnson, Joanne McDowell, Jill Hamilton, Julie Gann, Sandy Smith, and Donna Ruppel.

Faith St. John, Library Director, Carol Kuhr, President of the Friends of the Library, and John Felicetti also attended.

Minutes of Last Meeting:

Minutes of our November meeting were reviewed. Sandy motioned to approve them with two minor changes, Joanne seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. Julie is to send the newspapers a notice that the January meeting is our annual meeting for the election of officers.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill mailed the donation letters. She used the Center for Disabilities, located at the Prospect Center, as they took over the Mailings Made Easy business. The bills were reviewed and approved.

Jill presented the updated proposed budget for 2021, which is included in Attachment 2. After some discussion, Jill made a motion to approve the budget as presented, Donna seconded the motion, and the vote was unanimous.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reported that there is not enough space for the large print books. She wants to add a shelf near the gray shelf in the children's section. She would also like a wire rack for the children's section so she can separate the books by reading level. Faith reported that the school will not be doing a mural for the back of the bookshelf by the entrance. Donna and Faith cleaned the attic, and found many things that we didn't know were there! Faith did purchase the play-aways and auxiliary cables with money from the Home for Aged Women grant. She may purchase headphones for them as well. They cost about \$0.30, and she would sell them to patrons for \$1.

Jim was not able to do a quote on remodeling the pass-through, as it will involve moving some electric and phone wires. Faith will get some quotes from licensed contractors for this work.

Committee Reports

- **Friends of the Library:** The FOL met on November 2 and approved the Memorandum of Understanding between the FOL and the Board of Trustees. They also reviewed and approved the FOL's bylaws changes. They approved \$400 to spend for the library's centennial activities. Jill motioned to approve this \$400 expense, Joanne seconded the motion, and it was unanimously approved. The FOL also agreed to spend up to \$50 on non-Christmas holiday decorations. Sandy motioned to approve this expense, Donna seconded the motion, and it passed unanimously. The next FOL meeting will be in March 2021.
- **Building/Maintenance Committee:** Joanne called ServePro to find out what they would charge for wiping down and fogging the library to disinfect if we have some COVID contamination. The cost would be about \$750. An alternative is to buy an air purifier or UV unit. However, since the virus only lives on surfaces for 24 hours, we will need to evaluate whether the cost and effectiveness of those units would be worth it. John F. will do some research on air purifiers. Jim will clean the gutters on the street side of the library.
- **Library Centennial Committee:** The committee met on December 2. Faith ordered some supplies (the whiteboard, etc.). She and Donna also found some material in the attic that needs to be reviewed. Carolyn McClellan sent Julie a note that she found some old Argyle school yearbooks from her parents that the library might be interested in. She is checking to see if there are any old photos that might be good for the memory book.

Old Business

- **Approve 2021 Library Budget:** Done, as discussed in Treasurer's Report above.
- **Decide Staff Christmas/Year End Bonuses:** This was discussed in executive session at the end of the meeting
- **Nominate Candidates for Board Offices:** The current officers were all re-nominated for 2021. Jill made the motion to approve the same slate of officers for 2021, Sandy seconded the motion, and it passed unanimously.
- **COVID Plan Revisions:** Faith discussed this during her Library Director's report. A copy of this plan is included in Attachment 3.
- **Determining Library Closure:** After some discussion, the Board agreed to the following for library closures due to COVID-19:
 - When the library closes due to COVID-19, it will remain open for curbside pickup during normal library hours

- For now, the library will close and do curbside pickup only if the school closes. If there are repeated school closures, then the library will do curbside pickup only until some to be determined time.
- **New Library Hours:** We agreed to postpone this discussion.
- **Appoint Teagan as new part-time clerk:** After interviewing candidates for the clerk's position, Faith recommended Teagan Lochner for the position. Donna motioned to approve this, Julie seconded, and the motion passed unanimously.
- **Mary Wicks and Hiring a Cleaner:** Mary Wicks resigned due to personal reasons. The job description for this cleaning position includes cleaning once every two weeks for approximately two hours. This cleaning will include: vacuuming, cleaning the bathroom, wiping down the countertops and computer desks, spot cleaning as needed, dusting (except for the bookshelves, and periodically cleaning the windows. Faith talked with Jess Harrington who is interested in the job.
- **Cossayuna Wi-Fi:** The wi-fi at the Cossayuna Firehouse is up and running. Since no equipment from the Microsoft grant was used, Faith will return all the equipment they sent. We will not need to write a report to them. Nancy offered to do a similar set-up at the library, but SALS won't allow anyone other than themselves to modify the library network.

New Business:

- **Free Copies for Non-Profits:** Not enough copies are being made to cause a problem, so we agreed to let it continue as is.
- **New Records Retention Resolution:** Sara Dallas sent an e-mail about a new NYS requirement for retaining records. Joanne drafted a resolution in accordance with the new requirement, which is provided as Attachment 4. Jill motioned to approve this resolution, Donna seconded the motion, and it passed unanimously. We will sign this resolution the next time we meet in person, and Joanne will create a spreadsheet for record tracking and disposal.

Other Business:

- **Sexual Harassment & Violence Training:** Joanne did go to the training at the Argyle Firehouse last month, so we are good for this year.
- **Extend Phyllis's Leave of Absence:** Jill motioned to extend Phyllis's leave of absence, Donna seconded the motion, and it was passed unanimously.

Action Item Review: We agreed to postpone the action item review until our next meeting.

The next meeting will be January 11 at 6:30PM.

The meeting was adjourned at 8:40 PM, per a motion made by Joanne, seconded by Donna, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Faith	12/14/20: return wi-fi equipment to Microsoft, as it was not the appropriate equipment for the firehouse situation	
Julie	12/14/20: follow-up with Carolyn McClellon about old yearbooks and photos for the centennial memory book	
Centennial Comm	12/14/21: review material found in attic to see if/how it can be used in centennial events and displays	
Jim	12/14/20: clean gutters on the street side of the library	
Faith	12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines.	
Faith	11/9/20: check to see if other libraries close for the Juneteenth holiday	
Julie	11/9/20: check copier contract for their charges to us for copies; send contract to Jill – basis for discussion on rates we should charge patrons for copies	12/9: sent copier contract to Jill
Faith	11/9/20: send John F. a short write-up on the Cossayuna wifi when it's operational so he can do the Cossayuna publicity	
Faith	11/9/20: will re-start the community calendar that the PTSA used to maintain, possibly with an online component	
Julie	11/9/20: check with local GEB folks to see if they're interested in making a short video on puppy raising	11/14: yes, they are interested and willing to do this.
Jim	11/9/20: provide an estimate of how much it will cost to lower the pass-through, per Faith's proposed redesign	
Faith, Julie	11/9/20: Faith to send user data to Julie, who will set up charts/graphs so we can better see the trends	

Action Items		
Person Responsible	Task	Status / Notes
Julie	11/9/20: bring something to prop up one side of the sandwich board	
Jill	11/9/20: check for what we did for staff's Christmas bonuses last year	
Julie	11/9/20: check to see if the board calendar is in error on the board terms for Jill, Phyllis & Donna	12/9/20: yes, there was an error. Their terms run the standard three years, from Jan 2020-Jan 2023
Faith	10/19/20: check with Crandall to see what they do to provide materials to homebound people	
Board members, Faith	10/19/20: decide whether or not to re-start library fines	
Jim	10/19/20: replace furnace room door and threshold in the spring 2021 7/13/20: get an estimate for the cost of an insulated door for the furnace room	
Faith	10/19/20: Contact fire department about carbon monoxide detector and new smoke detectors.	11/6/20: fire department came; replaced the old smoke detectors, found we already had a carbon monoxide detector, and re-located the fire extinguisher
Julie	10/19/20: merge Joanne & Carol's changes to the bylaws	11/8/20: emailed them for review to ensure all changes were incorporated correctly
Joanne	9/14/20: think about what we could do as a library memorial to Sue	
Julie	9/14/20: check with SALS re resuming normal library operating hours	9/16/20: talked with Sarah Dallas; she said it's recommended we have a Team A & B approach to ensure someone is still available in the event of COVID19 exposure
Jill	9/14/20: get more info regarding employee benefits – costs, cost sharing, etc.	
Jim	9/14/20: replace rotting fence posts in the back fence in Spring 2021	
Carol, Joanne	9/14/20: review the MOA and both the board and FOL bylaws for any necessary updates	10/11/20: Joanne sent out proposed Board bylaw updates 10/9: Carol sent out FOL updates
Julie	9/13/20: send Faith the final July minutes, the draft August minutes, and the amended Behavior Policy to post on the website	10/11/20: done, plus the Discrimination & Harassment policy

Action Items		
Person Responsible	Task	Status / Notes
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	
Jim, Joanne	8/13/20: Jim's receipts for purchases from Reid's HW need to be given to Jill	9/14/20: Jim doesn't have them
Joanne	8/13/20: check with the town about sexual harassment training	9/14/20: town told Joanne that was a low priority for now; she will check back with them in a couple of months
Joanne	7/13/20: check with McDonald's to see if the furnace room requires a vented door	9/14/20: no word yet from McDonald's, should hear back this week
Faith	4/13/20: check with school to see what they're doing to reach out to students without access to good internet	8/13/20: contacted them again, still waiting to hear back 7/13: did contact them, waiting to hear back
Financial Committee	4/13/20: conduct financial records review once the COVID-19 restrictions are lifted	
Julie	2/10/20: check with Rosemary to see if she's interested in doing a cooking program for kids, and if so, what age range	4/6/20: on hold until COVID-19 isolation is lifted 2/25/20: Rosemary is interested, but would like to wait to discuss details until early April.
Board	12/14/20: decide when to return to the NYS required 25 hours/week, and what that schedule should be	
Faith	11/11/19: set up program for selecting Medicare supplement policies for October/November 2020	
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	7/13/20: Martha will get with Julie re chart 6/8/20: Martha has a chart to help track, work is in progress 4/13/20: Martha has started to match Nancy's recommendations with our policies; Julie will set up chart to make it easier 3/10/20: will make a list of Nancy's recommendations and show where each one is addressed 2/10/20: working on policy changes 12/9/19: sent thank you note; working on policy changes

Action Items		
Person Responsible	Task	Status / Notes
Faith	10/14/19: follow up with the school's art club to see if they are still planning to do the mural for the bookshelf near the entrance.	6/8/20: on hold due to COVID-19 3/10/20: Art Club said they will be done by end of March 2/10/20: no updates 12/9/19: Adah checked, they are working on it
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 st provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
Faith, Board	1/13/20: in June, re-look possibility of opening the library on Fridays, late afternoons	6/8/20: will re-look in September
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	10/8/18: low priority
LD - Faith	8/13/18: give away extra copies of Argyle map during a relevant program, perhaps on Argyle's history	Time and program specifics are TBD, not a high priority; maybe as bingo prizes
TBD	6/11/18: Repair Café program	10/8/18: low priority
All	5/14/18: review all policies after the Strategic Plan is completed; prepare an alternate Public Statements Policy	6/8/20: Public Relns & Social Media policy approved, replaces old Public Statements policy 12/9/19: in progress See Martha's 3/29/18 e-mail
Joanne	7/17/17: check with Joseph Cutshall King re a program on local history	10/8/18: low priority 5/14/18: will talk with him 12/11/17: follow up on this later
Faith	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	7/13/20: in progress 5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Argyle Free Library
Trustees Meeting Agenda
December 14, 2020

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Library Centennial Committee

Old Business

- Approve 2021 library budget
- Decide staff Christmas/year end bonus
- Nominate candidates for board offices for 2021
- Covid plan revisions
- Determining library closure
- New library hours
- Appoint Teagan as new part time clerk
- Mary Wicks and hiring a cleaner
- Cossayuna wi-fi

New Business

Other Business

- Free copies for non-profits?
- New records retention schedule resolution- see Sara Dallas email
- Worst case scenario discussion

Action Items

Date of Next Meeting- January 12

Adjournment

Treasurer's Report December 2020

Account Balances - As of 12/11/2020 (Includes unrealized gains)

Account	12/11/2020 Balance
Bank Accounts	
Friends' GFN	5,746.95
GF National Bank-Cash Checking	77,247.85
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	158,146.02
 Cash Accounts	
Petty Cash	15.95
TOTAL Cash Accounts	15.95
 Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	198,161.97

2020 Budget to Actual - 2020

1/1/2020 through 12/31/2020 Using 2020 Budget

12/11/2020

Category	Actual	2020 Budget	Difference
INCOME	87,682	85,052	2,630
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	146	708	-562
Interest Received	0	50	-50
Major Revenue	86,428	83,774	2,654
Argyle School District	62,174	62,174	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	8,659	7,700	959
Grants	2,100	0	2,100
New York State-SALS	995	1,400	-405
Other Inc, Bus	98	0	98
EXPENSES	69,490	85,052	15,562
Donations	254	300	47
Equipment	331	1,400	1,069
Major Library	3,591	4,475	884
Books	2,833	3,000	167
Digital Data	758	1,200	442
Subscriptions-Magazines	0	275	275
Membership Fees	113	100	-13
Payroll Services	21	225	205
Program Events	478	1,100	622
Special Programs	171	600	429
Summer Prog	307	500	193
Service Charges (SALS)	2,434	2,400	-34
Bus. Insurance	1,409	3,000	1,591
Business Tax	14,510	11,880	-2,630
Employee Benefit, Business-Employee ...	50	300	250
Other Employee Benefit, Business-E...	50	300	250
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	307	69	-238
Postage and Delivery	1,022	850	-172
Printing and Reproduction	248	250	2
Repairs & Maint	3,112	5,163	2,051
Supplies, Bus-Supplies	795	1,050	255
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,356	3,770	414
Electrical Service	1,302	1,600	298
Heating Oil	1,397	1,600	203
Telephone	656	570	-86
Wages	37,232	47,700	10,468
Net Difference:	18,192	0	18,192

Proposed 2021 Budget

- Notes: 1) the 'actual' column is what has been spent to date in 2020
 2) the '2020 Budget' column is the proposed 2021 budget

Category	Actual	2020 Budget	Difference
INCOME	87,607	84,683	2,924
Copies-Copier & Computer Printing	58	120	-62
Dividends	0	160	-160
Fines	146	0	146
Interest Received	877	1,300	-423
Major Revenue	86,428	83,103	3,325
Argyle School District	62,174	63,417	-1,243
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	8,659	6,191	2,468
Grants	2,100	0	2,100
New York State-SALS	995	995	0
Other Inc, Bus	98	0	98
EXPENSES	69,263	84,683	15,420
Donations	254	300	47
Equipment	331	1,400	1,069
Major Library	3,591	4,475	884
Books	2,833	3,000	167
Digital Data	758	1,200	442
Subscriptions-Magazines	0	275	275
Membership Fees	113	164	51
Payroll Services	21	225	205
Program Events	478	1,100	622
Special Programs	171	600	429
Summer Prog	307	500	193
Service Charges (SALS)	2,434	2,400	-34
Bus. Insurance	1,409	3,000	1,591
Business Tax	14,510	12,380	-2,130
Employee Benefit, Business-Employee ...	50	300	250
Other Employee Benefit, Business-E...	50	300	250
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	307	98	-211
Postage and Delivery	1,022	1,145	123
Printing and Reproduction	248	250	2
Repairs & Maint	3,112	5,163	2,051
Supplies, Bus-Supplies	795	780	-15
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,356	3,870	514
Electrical Service	1,302	1,600	298
Heating Oil	1,397	1,600	203
Telephone	656	670	14
Wages	37,232	46,615	9,383
Net Difference:	18,343	-0	18,344

Director's Report: December 2020

1. General Information

- a. Patron Count for 11/9 -12/13: 215 Total (28 kids)
- b. Circ Stats 11/9 - 12/13
 - i. By assigned branch (our items, other branches) 529 items, 607 circulations
 - ii. By loaning branch (loaned from our library) 352 items, 408 circulations
 - iii. Our Items loaned: 177 items, 199 circulations
- c. Produce Patrons: November 1-30: 23
- d. Computer Use 11/9 - 12/13: 19 Individual Uses

2. Building and maintenance

- a. Weeded large print books to make space for new books ordered with HAW grant funds.
- b. Still not enough space. I think we should purchase shelving to expand that section to the other side of the entrance. Also, would like a wire rack for "easy reader books" so they can be separated by level and therefore easier to browse.
- c. Asked Jim to quote new circulation desk. He is unable to do the work due to his health.
 - i. Should I get quotes from other local carpenters? Jim had suggestions.
- d. I think we should look for a grant to do the circulation desk project and rework the shelving in the children's section to allow for a computer station and more visibility.
- e. Donna and I cleaned the attic!!
 - i. We found alot of things that we now won't need to buy again (plastic sheeting) and it is much safer up there now.

3. Collection

- a. New books and movies
 - i. Playaways
 1. Ordered 10 Playaway titles from Blackstone (HAW grant) and set up display. Plan to purchase some used as well to expand the collection.
 2. Accessories from Amazon
 - a. Aux cables to lend
 - b. Headphones to sell for \$1?
 - ii. Large Print order from Baker & Taylor in progress.
 - iii. Regular orders are shipping very slowly!! 3-4 weeks. Have called B&T but sounds like everyone is dealing with the same issues.
 - iv. Regular movie deliveries from Amazon.
 - v. Got some great deals on Magazine subscriptions during Thanksgiving week.

4. Programing

- a. Monday Story time still getting good views
 - i. Thinking of adding a Friday "scraps of the classics" series.
- b. Thanksgiving - Agricultural Week
 - i. Went great! People took recipes and the Facebook posts were popular.
- c. Holiday Book Reading
 - i. Book suggestions?? Thought maybe Dickens, or maybe The Gift of The Magi (O'Henry) might be good. Maybe 2-3 short works?

5. Social Media

- a. Instagram
 - i. Up from 36 to 72. My video of a potato that looked like a spaceship was popular.
- b. Facebook
 - i. Show and Tell Friday. Posting pics of pets etc.. To share.
- c. TikTok
 - i. I made one. We have 2 followers. It is a weird place!

6. Grants

- a. Applied for the Libraries Transforming Communities Grant.
- b. Working on a small grant through the Sisters in Crime mystery writers' group. \$1000
- c. More grants on my list but some require memberships.
 - i. I am finding that grant applications are allot like my past in poetry submissions. You pay money to be disappointed for the most part, then you get a win and are really pumped up!
 - ii. I can focus on grants that are free to apply but that limits us.

7. Hiring/Staff

- a. Teagan is working out very well. She is smart and helpful and I think it was a good choice!
- b. Cleaning Person
 - i. Planned to have Jessica Harrington come in and take a look at the work involved but were unable due to closure. From memory she estimates it would take 2 hours to do the job properly.

8. COVID

- a. I revised our COVID policies to better reflect what other libraries are doing and the current NYS and National information/Policies.

Covid-19 Protocol at the Circulation Desk:

All staff members must wear a mask during library open hours when patrons are in the building.

All Staff MUST sanitize hands before and after checking out materials to a patron. You should sanitize your hands, handle the patron's card and materials, then sanitize again before returning to previous tasks. If you handled the barcode scanner or keyboard, you should wipe it down AFTER the patron has left but BEFORE sanitizing your hands the second time.

Patrons:

Patrons need to socially distance when in the library, unless part of the same family group. All patrons must wear masks when in the library. If they do not have one, we will provide one. If a patron refuses to wear a mask they should be asked to leave immediately.

Materials:

Book drop and books returned inside should be considered contaminated and gloves should be worn and hands should be sanitized after processing.

All returned materials should be left to quarantine on the cart for 3 days. After 3 days the items may be put back on the shelves.

Before shelving materials or processing ILL boxes hands should be sanitized to prevent contaminating the quarantined materials.

The items that are returned to AFL through inter-library loan have been quarantined and wiped down before being sent to us. These items are safe to loan out to patrons or put back on our shelves.

Patrons can grab their own items as long as they know exactly what material they want to check out. If a patron handles a book they do not check out, that book should be removed from the shelves and quarantined for 3 days.

Computers:

All input devices on public computers should be wiped down after a patron uses the computer. The touch pad of the printer should also be wiped down after a patron uses it. This should be done at the end of the shift regardless of use.

NYS Records Retention Policy – 2020

<http://www.archives.nysed.gov/records/local-government-record-schedule/librarylibrary-system>

Library/Library System

Library/Library System

Title	Major Revision	Schedule Item	Other Schedules
▼ Incorporation, chartering and registration records:		591	CO2 340; MU1 304; ED1 165; MI1 254
RETENTION: PERMANENT			
▼ Accession records:		592	CO2 341; MU1 305; ED1 158; MI1 255
RETENTION: 1 year after accessioning procedure becomes obsolete NOTES: Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.			
▼ Informational copies of records prepared by and received from public library system,		593	CO2 342; ED1 166; MI1 256
including but not limited to directories, minutes, budgets and reports: RETENTION: 0 after superseded or obsolete			
▼ Borrowing or loaning records:	♦	596	CO2 343; MU1 307; ED1 159; MI1 257
RETENTION: 0 after no longer needed			

▼ Catalog of holdings		598	CO2 344; MU1 308; ED1 160; MI1 258
<p>a: Manuscript or published catalog: RETENTION: PERMANENT</p> <p>b: Continuously updated catalog: RETENTION: 0 after superseded or obsolete</p>			
▼ Individual title purchase requisition		599	CO2 345; MU1 309; ED1 161; MI1 259
<p>which has been filled or found to be unfillable: RETENTION: 1 year</p>			
▼ Records documenting selection of books		600	CO2 346; MU1 310; ED1 162; MI1 260
<p>and other library materials: RETENTION: 0 after no longer needed</p>			
▼ Library material censorship and complaint records,		601	CO2 347; MU1 311; ED1 163; MI1 261
<p>including evaluations by staff, patrons' complaints and record of final decision: RETENTION: 6 years after last entry NOTES: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.</p>			
▼ Patron's registration		602	CO2 348; MU1 312; ED1 164; MI1 262
<p>for use of rare, valuable or restricted non-circulating materials: RETENTION: 6 years</p>			
▼ Directory of public library system		594	MU1 306
<p>and member libraries, prepared by public library system (member library's copy): RETENTION: 0 after superseded or obsolete</p>			

<p>▼ Interlibrary loan records,</p>	<p>◆</p>	<p>597</p>	
<p>including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records</p> <p>a: When no copies of original materials are requested: RETENTION: 0 after no longer needed</p> <p>b: When copies of original materials are requested: RETENTION: 5 years after order is completed</p>			
<p>▼ Library card application records:</p>	<p>◆</p>	<p>595</p>	
<p>RETENTION: 3 years after card expires or is inactive</p>			
<p>▼ Program and exhibit file</p>	<p>◆</p>	<p>603</p>	
<p>documenting planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library, including but not limited to photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, correspondence, attendance sheets or registration forms, and parental consent forms:</p> <p>a: Parental consent records: RETENTION: 6 years, or 3 years after child attains age 18, whichever is longer NOTES: Photo release records are covered under item no. 68 in General Administration section.</p> <p>b: Attendance sheets and registration forms, when no fee is charged: RETENTION: 0 after no longer needed</p> <p>c: All other records: RETENTION: 6 years after exhibit closed or program ended NOTES: Appraise these records for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.</p>			