

**Ogden Farmers' Library
Board of Trustees Meeting**

Agenda April 18, 2024 at 6:30pm in the library meeting room

1. Call to Order / Agenda Changes **(ACTION REQUIRED)**
2. Action on Minutes **(ACTION REQUIRED)**
3. Public Comments - rules: Remarks are limited to 3 minutes. Remarks must be addressed to the entire board.
Remarks must contain no personal attacks. The board does not respond during the comments section.
4. Correspondence
5. Friends Report: Vice-President Tague
6. President's report: President Hinkley
7. Treasurer's Report: Treasurer Messoloras **(ACTION REQUIRED)**
8. Director's Report (with Librarians' reports)
 - a. Personnel Report **(ACTION REQUIRED if changes)**
9. Unfinished Business
 - a. Policy review – Meeting room use policy **(ACTION REQUESTED)**
 - b. Bylaws update
10. New Business
 - a. Friends request regarding meeting room use and alcohol
11. Public comments – rules as above
12. Educational segment – to be determined
13. Executive session if needed
14. Motion to Adjourn **(ACTION REQUIRED)**

Upcoming meetings:

Board of Trustees Meeting will be Thursday, May 16, 2024 at 6:30pm in the library meeting room.

Library Jargon at-a-glance

ALA: American Library Association, advocates and lobbyists for the library industry.

AV: Audio-visual material, non-book materials such as video and audio cassettes, DVDs, CD-ROMs, CDs, records and slides.

CARL: Our Integrated Library System (See ILS)

Catalog: A listing of all the materials a library holds (sometimes called OPAC).

CIPA: Children's Internet Protection Act: A law that aims to protect children from pornographic sites. Library funding can be tied in to compliance.

Database: An electronic collection of data that can be searched in a systematic way.

Dewey Decimal system: The system of classifying library materials used in our library. The system allows books on a similar subject matter to be shelved near to each other, so that you can browse the collection according to your interests or needs.

ILL: Interlibrary Loan service which allows the Library to borrow or obtain items from other libraries.

ILS: Integrated Library System – the computer software that allows us to check in, renew, etc.

ISBN: International Standard Book Number. Books published since 1969 have one of these unique identifying numbers.

Journal: A print or electronic information source that is published at regular intervals under the same title. Sometimes journals may also be known as serials/ periodicals/ magazines.

MARC: The accepted standard for library records on computers.

Metadata: Data about data.

MLS: Masters in Library Science degree. The degree that one earns to be a librarian.

NYLA: New York Library Association.

OCLC: Online Computer Library Center. A library cooperative dedicated to providing access to information. They operate WorldCat.

OPAC: Stands for 'Online Public Access Catalog', how the public accesses our catalog.

RRLC: Rochester Regional Library Council – a cooperative of all libraries of all types in the Rochester area.

WorldCat: A catalog of library holdings around the world.

Ogden Farmers' Library

Board of Trustees Meeting – 3/21/2024

Present

Alex Hinkley (Pres.)
Linda Tague (VP)
Nick Messoloras (Tres.)
Kathleen Britton
Amy Holko
Sharon Stevens

Excused

Susan Reeves

Also Present

John Cohen (Library Director)
Laura Gannon
Rachel Holley

1. Call to Order/Agenda Changes

- The meeting was called to order at 6:32PM
- There were no agenda changes.

2. Action on Minutes

- Motion to approve minutes of February 22, 2024 with corrections was made by Nick, seconded by Linda, and passed unanimously.

3. Public Comments

- There were no public comments.

4. Executive Session

- A motion to enter Executive Session was made by Amy, seconded by Linda, and passed unanimously. Executive session was entered at 6:37.
- Motion to approve Laura Gannon as new Board of Trustee member made by Amy, seconded by Nick, and passed unanimously.
- Motion to approve Rachel Holley as new Board of Trustee member made by Amy, approved by Nick, and passed unanimously.
- Motion to leave executive session made by Amy, seconded by Nick, and passed unanimously. Executive session was left at 6:41PM.

5. Correspondence

- No written correspondence.
- Many patrons are being complimentary of staff.
- John had a conversation with Steven Epping re. memorial donation.

6. Friends Report

- As per Linda, Friends report is in the packet; there is nothing to add.
- There will be no wine tasting following conversation between John and Paula.

7. President's Report

- Alex thanked Linda for spearheading Board interviews.

8. Treasurer's Report

- The complete report can be found in the packet.
- Balance sheet
 - \$1.78M in total assets
 - Jan/Feb 2024 on par with Jan/Feb 2023
- Income statement – early in the year, total income is within \$30K of budget.
- Warrant oddities:
 - Late credit card statement (December)
 - Ancestry database paid at start of year
 - \$500K transferred to higher yield savings account
- Credit card bills are longer as Steve and Brad use it more than Ann or Kaitlyn did
- Motion to approve Treasurer's report made by Sharon, seconded by Amy, and passed unanimously.

9. Director's Report

- Going crazy with eclipse prep
- Security issues:
 - Lots of general grumbling about assessment updates; a few people thought books were lacking information; most hostility was able to be redirected to assessor's office.
 - Re. the "almost fight" – all are safe; information was mainly something to know about.

10. Policy Review

A. Online Code of Conduct

- Nick asked if there were any AI software on computers due to security risk. John did not think so.
- Other changes to policy reviewed.
- Motion to accept made by Amy, seconded by Sharon, and passed unanimously.

B. After Hours Events policy

- John not sure if it is complete yet, but wanted a preliminary version on the books; things may change in future.
- After discussion of additions, vote on policy tabled until April.

11. New Business

A. Tummonds Fund contract

- Yearly renewal of contract
- Motion to allow Alex to sign made by Linda, seconded by Amy, and passed unanimously.

B. Annual Report

- Due at end of February, so the report was already submitted. The Board still needs to approve it.

- Motion to approve Annual Report made by Nick, seconded by Linda, and passed unanimously.

C. Bylaws update

- Introduction of proposed changes to be voted on at April meeting.
- Proposed change to when Board elections are to be held.

D. Unattended Child Policy

- a. John may have amendments, but feels it is a sensible and strong policy.
- b. Laura wondered if the policy also applied to tutoring students.
- c. Linda asked about parent/guardian contact information; John will add this.
- d. Motion to adopt made by Amy, seconded by Nick, and unanimously passed.

12. Educational segment

- None

13. Motion to adjourn

- Motion made by Sharon, seconded by Nick, and passed unanimously.
- Meeting adjourned at 7:31PM.

Respectfully submitted by Kathleen Britton

Friends report for April 2024

The following information was provided by Paula Yandow-Reilly, President of the Friends.

Mary Anderson (previous president) is embracing her role as Events Coordinator and has lined up an exciting wine tasting opportunity. The company is donating the wine and their services so it will be a wonderful fundraiser for the library as we will be charging for the tickets. Lisa Kostyshak (Treasurer) has already done a great job sketching an online payment form for us to use. We are targeting early June for the event. Hopefully this will help us attract both old and new Friends, which is my personal goal as president this year.

We are looking for leaders for the fall book sale. I think our new Vice President, Marsha Pulhamus is interested, but we are planning to have co-chairs this year to make the job a little easier. Bless Liz Finnegan (Secretary) for coming through for us last year, but she is ready to pass on the baton to someone else! So let us know if anyone knows someone who would be interested in helping to lead this important event.

I'm also pushing to get us more digital...I hope to have all the forms and procedures we use for the book sale on our Friends drive by year end.

Last, I'm hoping to connect with Colleen Farley (Spencerport Neighbors publisher) about both advertising advice and her thoughts on finding someone to head up our social media presence, which is badly needed.

The next meeting of the Friends will be on Monday, April 29, 2024 at 6:30 p.m. in the library meeting room.

Linda Tague

Friends Liaison to the Library Board

Warrant March 2024

Type	Date	Num	Name	Memo	Amount
Check	03/01/2024		ovation payroll		-176.88
General Journal	03/01/2024			1. Checks EFT for paycheck date	-
General Journal	03/01/2024			2. Payroll taxes EFT for paycheck date	13,445.73
General Journal	03/01/2024			1. Checks EFT for paycheck date - Paper Checks	-4,954.55
Check	03/04/2024	ACH	Hartford Insurance	Workers comp insurance	-205.96
Check	03/12/2024	ACH	Hartford Insurance	General liability insurance	-2,901.00
Bill Pmt - Check	03/12/2024	21057	Midwest Tape	CDs and DVDs	-6,189.91
Bill Pmt - Check	03/12/2024	21058	Quill Corporation	Office supplies	-68.22
Bill Pmt - Check	03/12/2024	21059	Rochester Genealogical Society	Pop-Up Scanning Event	-527.29
Bill Pmt - Check	03/12/2024	21060	Sarah Trowbridge	Book keeping	-50.00
Bill Pmt - Check	03/12/2024	21062	Ingram	Books	-105.00
Bill Pmt - Check	03/12/2024	21067	B&T Adult Books	Books	-577.95
Bill Pmt - Check	03/12/2024	21068	Bene-Care, Inc.	Medical insurance	-833.38
Bill Pmt - Check	03/12/2024	21069	Elan Bank Credit	see credit card statement	-
Bill Pmt - Check	03/12/2024	21070	Gary Newman	War Production in Rochester (program)	10,917.36
Bill Pmt - Check	03/12/2024	21071	Hoopla	ebooks	-4,063.26
Check	03/15/2024		ovation payroll		-50.00
General Journal	03/15/2024			1. Checks EFT for paycheck date	-141.05
General Journal	03/15/2024			2. Payroll taxes EFT for paycheck date	-
General Journal	03/15/2024			1. Checks EFT for paycheck date - Paper Checks	13,154.47
General Journal	03/15/2024			2. Payroll taxes EFT for paycheck date	-4,864.14
General Journal	03/25/2024	MAR 04-15		1. Checks EFT for paycheck date	-255.62
General Journal	03/25/2024	MAR 04-15		2. Payroll taxes EFT for paycheck date	-8,968.49
General Journal	03/25/2024	MAR 04-15		1. Checks EFT for paycheck date - Paper Checks	-3,345.00
Bill Pmt - Check	03/25/2024	21084	B&T Adult Books	Books	-197.62
Bill Pmt - Check	03/25/2024	21085	Blackstone Publishing	Audiobooks	-430.33
Check	03/25/2024				-197.99

Bill Pmt - Check	03/25/2024	21086	Demco-Equipment	Office supplies	-135.66
Bill Pmt - Check	03/25/2024	21087	Frontier - Telephone	Fax line	-76.10
Bill Pmt - Check	03/25/2024	21088	Ingram	Boooks	-395.54
Bill Pmt - Check	03/25/2024	21089	John Gaspar	Program	-75.00
Bill Pmt - Check	03/25/2024	21090	Midwest Tape	CDs and DVDs	-167.18
Bill Pmt - Check	03/25/2024	21091	Monroe County Library System	Barcodes	-45.00
Bill Pmt - Check	03/25/2024	21092	Quill Corporation	Office supplies	-89.72
Bill Pmt - Check	03/25/2024	21093	Roxanne Ziegler	Program	-75.00
Bill Pmt - Check	03/25/2024	21094	Sarah Trowbridge	Book keeper	-60.00
Bill Pmt - Check	03/25/2024	21095	Toshiba Business Solutions	Copier contract	-41.43
Check General	03/29/2024		ovation payroll		-141.05
Journal General	03/29/2024			1. Checks EFT for paycheck date	13,200.62
Journal General	03/29/2024			2. Payroll taxes EFT for paycheck date	-4,743.26
Journal General	03/29/2024			1. Checks EFT for paycheck date - Paper Checks	-257.47
TOTAL					<u><u>96,738.03</u></u>

Credit Card Transactions for statement March 2024

Date	Transaction	Name	Memo	Amount
2/5/2024	DEBIT	AMZN Mktp US*R20AG2982 Amzn.com/bill WA	Equipment	-131.87
2/5/2024	DEBIT	AMZN Mktp US*RB4Q35NQ0 Amzn.com/bill WA	Programs	-48.81
2/5/2024	DEBIT	MICHAELS #9490 800-642-4235 TX	Programs	-15.25
2/5/2024	DEBIT	MICHAELS #9490 800-642-4235 TX	Programs	-25.19
2/6/2024	DEBIT	AMZN Mktp US*RB3TA7000 Amzn.com/bill WA	Equipment	-17.56
2/6/2024	DEBIT	HENRIETTA RESTAURANT S ROCHESTER NY	Programs	-10.8
2/6/2024	DEBIT	MICHAELS #9490 800-642-4235 TX	Programs	-42.01
2/6/2024	DEBIT	WEGMANS #062 ROCHESTER NY	Programs	-95.58
2/7/2024	DEBIT	TIM HORTONS #911111 SPENCERPORT NY	Programs	-22.22
2/7/2024	DEBIT	DOLLAR TREE SPENCERPORT NY	Programs	-8.1
2/8/2024	DEBIT	MICHAELS #9490 800-642-4235 TX	Programs	-107.87
2/9/2024	DEBIT	LIBRARY IDEAS LLC 571-730-4300 VA	Books	-437.17
2/12/2024	DEBIT	OVERDRIVE DIST 216-573-6886 OH	Ebooks	-22.42
2/12/2024	DEBIT	OVERDRIVE DIST 216-573-6886 OH	ebooks	-27.5
2/12/2024	DEBIT	OVERDRIVE DIST 216-573-6886 OH	ebooks	-928.72
2/12/2024	DEBIT	AMZN MKTP US*RB9YC84Z1 SEATTLE WA	Equipment	-35.99
2/12/2024	DEBIT	SQ *KONA ICE OF GENESE gosq.com NY	Programs	-591.68
2/13/2024	DEBIT	AMAZON.COM*RB60K3XW1 SEATTLE WA	Programs	-13.09
2/13/2024	DEBIT	Amazon.com*RB07K6RC2 Amzn.com/bill WA	Programs	-10.79
2/15/2024	DEBIT	WEGMANS #018 ROCHESTER NY	Programs	-19.82
2/20/2024	DEBIT	AMAZON.COM*RI8E136U2 SEATTLE WA	Programs	-5.52
2/20/2024	DEBIT	AMZN Mktp US*RI8CS9Y40 Amzn.com/bill WA	Books	-92.05
2/20/2024	DEBIT	DOLLAR TREE SPENCERPORT NY	Programs	-23.3
2/20/2024	DEBIT	AMZN Mktp US*RI3E446I2 Amzn.com/bill WA	Programs	-174.74
2/20/2024	DEBIT	OTC BRANDS INC 800-2280475 NE	Programs	-204.69
2/20/2024	DEBIT	CHICAGO BOOKS & JOURNA CHICAGO IL	Posters	-107.67
2/22/2024	DEBIT	AMZN Mktp US*RW4E14J82 Amzn.com/bill WA	Programs	-41.03
2/26/2024	DEBIT	AMZN Mktp US*RW8IQ65G2 Amzn.com/bill WA	Programs	-20.74
2/26/2024	DEBIT	AMZN Mktp US*RZ4XI23R0 Amzn.com/bill WA	PRograms	-56.43

2/28/2024	DEBIT	PLAYAWAY PRODUCTS LLC 877-893-0808 OH	Audiobooks	-54.94
3/1/2024	DEBIT	Amazon.com*RN8D61OB0 Amzn.com/bill WA	Programs	-24.22
3/1/2024	DEBIT	AMZN Mktp US*RN9CS9OW0 Amzn.com/bill WA	Programs	-24.17
3/4/2024	DEBIT	AMAZON.COM*RN51G0MN0 SEATTLE WA	Programs	-19.49
3/4/2024	DEBIT	LAKESHORE LEARNING MAT 310-537-8600 CA	Books	-803.85
3/4/2024	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programs	-8.95
3/4/2024	DEBIT	DOLLAR TREE SPENCERPORT NY	Programs	-12.15

Statistics March 2023

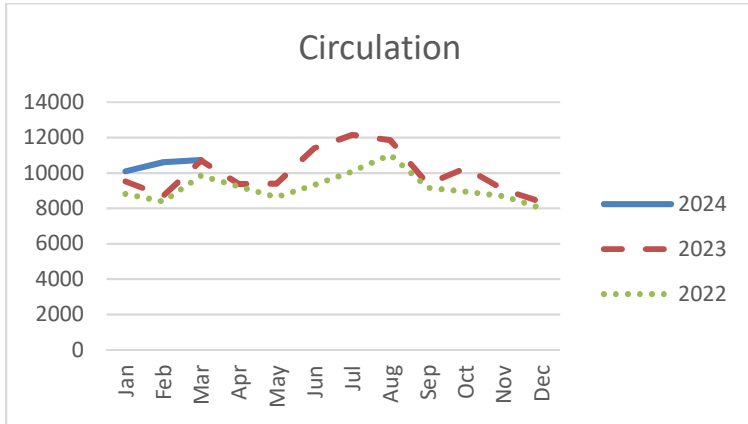
	2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Patron Count	50,639	4394	4571	4080										13,045
Circulation	120,222	10090	10612	10739										31,441
Reference requests - librarians	3,150	300	325	300										925
Reference requests - circ desk	2,400	200	250	250										700
PC Usage	2,888	213	231	279										723
I.L.L.s received	10,840	921	916	938										2,775
I.L.L.s sent	12,179	1153	1016	1036										3,205
Programs														0
Baby Toddler	0	0	0	0										0
Baby Toddler Patron Count	0	0	0	0										0
Juvenile	161	14	14	13										41
Juvenile Patron Count	3,459	338	358	255										951
TEEN	69	6	5	6										17
TEEN Patron Count	354	23	19	28										70
Adult	27	4	5	6										15
Adult Patron Count	182	44	29	40										113
Family	47	0	2	0										2
Family Patron Count	1,458	0	353	0										353
Outside Use of Meeting Room	146	19	16	17										52
Outside Library Visits	7	0	1	4										5
Outside Library Visits Patron Count	284	0	34	112										146
														0
New Members	394	24	45	39										108

Ebooks:

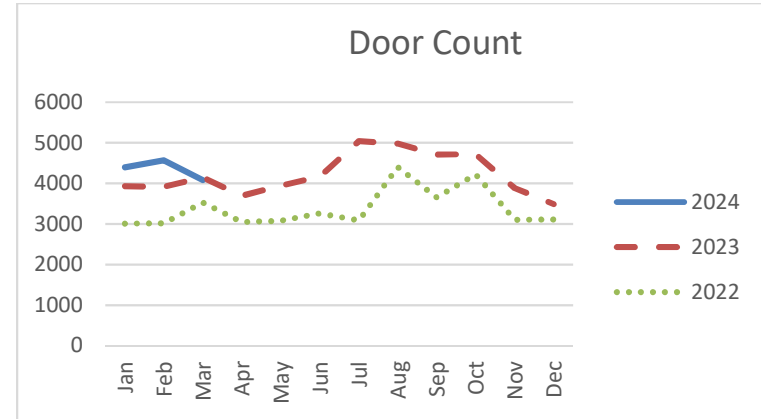
- January: 2312
- February: 2125
- March: 2317

Statistical Graphs

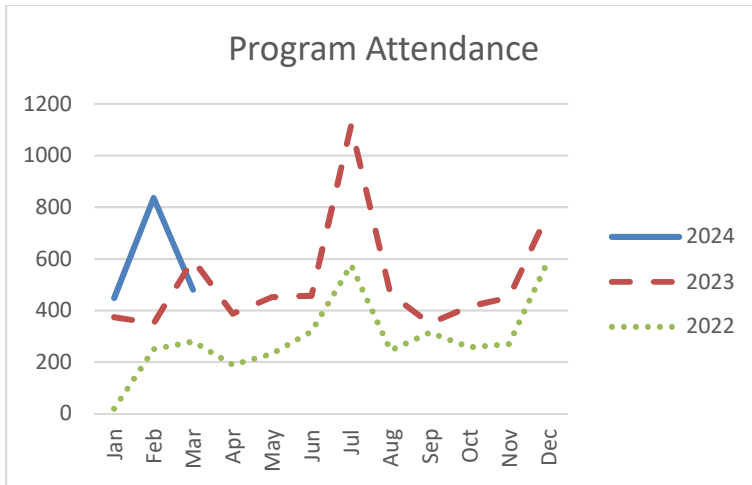
Circulation



Door count



Program Attendance



Director's Report April 2024

Collection:

- Some books were regrettably water-damaged after a damaged plant base allowed water to leak through. We have corrected the issue, moved the plant, and withdrew and replaced items as appropriate.

Facilities:

- The town is installing a fence around the police parking lot, just past our parking lot. No disruption is anticipated.
- Town maintenance has indicated the cooling system is not working, and will be repaired soon. The library is warm on warm days because of this.

Financial:

- We were granted a grant to add handicapped doors to our bathrooms and install new booths in the bathroom. The next step is a community conversation which I plan to do in May.
- Our Workers Comp audit indicates we owe about 3000 more on this bill, but I believe some staff were assigned the wrong, more expensive category. I am working with our agent to see if this can be corrected.

Friends: nothing to report

Management: nothing to report

Outreach:

- We are preparing for the annual Kiwanis silent auction in mid-April.
- Bridget LaDuca is coordinating our efforts with the 250th anniversary committee.

Personnel:

- We are having our staff development day on Friday the 19th at Central library downtown. Topics include behind the scenes understanding of MCLS functions and CARL training.
- Bridget LaDuca will now be attending circulation roundtable meetings on behalf of OFL.

Public:

- The town issued a proclamation celebrating the library during national library week.
- We cancelled our eclipse day event and closed the library due to traffic and safety concerns.

Security:

- A patron has made some odd accusations about the library being hacked, and that the hacker is now filling his home with radiation. He also thinks we have a picture of his driver's license. He's not been overly confrontational but encounters with him have been odd.

System:

- Rush library suffered a flood of their children's room and many books were destroyed.
- I am part of the Document of Understanding committee to review our DOU with the system before it needs to be re-signed in 2025.

Technology:

- We are testing a wireless scanner at the center check-out terminal.

Personnel Report April 2024:

Nothing to note at this time.

Report to the Ogden Farmers' Library Board

April 11th, 2024

Greetings, Salutations, and Hello – April is National Humor Month!

We'll begin with a joke and then dive in to April updates:

Question: How do pirates celebrate April Fools Day?

Answer: They walk the plank!

Post-COVID Catch-Up: COVID knocked me out for seven days at the end of March; April 1st began my first full week back at work. I plan to be caught up on my responsibilities by the time you read this letter.

Pre-K Outreach: our first month has been a hit! Several classes sent lovely thank-you notes (attached), our main contact person writes that kids love the visits, and Pre-K teachers have even begun bringing their families to Drawing Club and Pokemon Club! Visits will continue to the end of the school year.

Parks & Recreation Collaboration: our February visit to their Winter Break Kids Camp went so well that they brought their Spring Break Kids Camp here to the library! Kids toured the J Room, showed me their favorite books and shared their eclipse knowledge, and then we made a lunar-themed craft.

Eclipse 2024: Originally we planned an in-person event on Eclipse Day – when traffic forecasts made that impossible, Bridget and I immediately pivoted to turn our event plans into a take-home option. Thank you to our clerks for assembling all 50 eclipse kits! As of this writing 46 of the 50 have been claimed.

Summer Promotion Outreach: I am in contact with school librarians to arrange either in-person visits and/or video promotion as appropriate; we will plan more once school resumes after the spring break.

Reading Garden: If weather permits the library will hold a garden clean-up/prep session on Saturday April 13th; Anne Strang and a local scout troop have both offered their efforts to the cause!

Book Weeding: I want to get the shelves in tip-top shape before families flock here for the summer! This round will focus primarily on non-fiction and picture books. Sandi assures me that the book sale has plenty of room to accept weeded materials, and I am in talks with Aurora, our head page, to give others new life in local Little Free Libraries.

I'll close out this update with one last joke:

What advice do librarians give?

Believe in your shelf!

I look forward to our next update,

Steven Shon

Children's Librarian



Thank you so much
for coming to read to
us! We loved having
you visit our classroom.
We hope you had fun
too!

~Mrs. Wingrover's
AM Preschool Class

THANK YOU!

Thank you so much for coming to read to our class! You helped to make our week SO special!

LOVE,
MRS. KYSER'S CLASS

LOAN

Tatiana
Adeyn



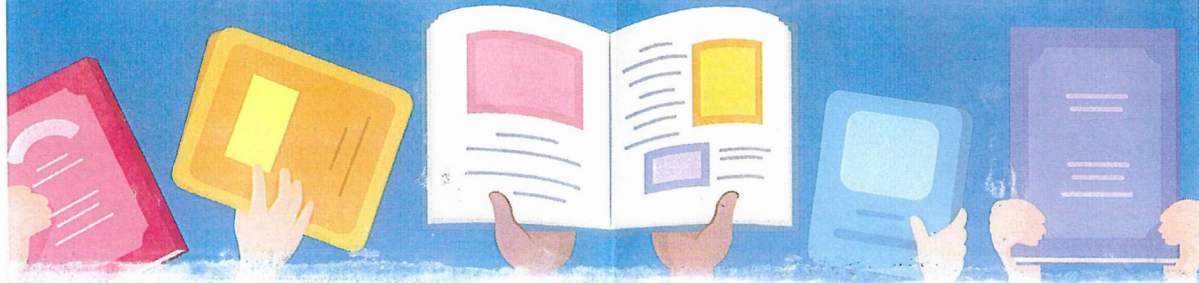
Eleanor

Silas
Camden
Chase
Logan

Amelida
Brooklyn

Gerry

Michael
Tanner



Report to the Ogden Farmers' Library Board

April, 2024

Hello! Spring is here, and the eclipse is behind us (whew!).

Some highlights from last month:

- In March I started doing story times every Friday to free Steve up to do preschool visits, and I will continue to do them till summer! I've really enjoyed this change of pace. I don't get to tell stories and sing songs with teens nearly enough-ha!
- I had lots of successful programs:
 - We had 9 teens for *Fabric Painted Totes* on March 16, and they made amazing bags to take home!
 - We had 11 teens for *Cupcake Challenge* on April 2. They decorated cupcakes to match prompts like "favorite book" or "something from nature." As you might expect, their creations were crazy! This is the second time I've run this program, and several teens who did it last year came back because they loved it so much!
 - *Donuts & Writing Club* continues to have a dedicated following. 6 teens came to the last meeting. Yes, they love to eat donuts, but they might love sharing their writing even more! It's great to see their confidence grow.
- Next week I'm visiting Cosgrove Middle School to do trivia at their Library Club, and we have a *Miniature Bottle Art* program and a *Disney Lorcana* program coming up.
- Lastly, I did a lot of prepping for Summer Reading this month. It's scary to think that summer is right around the corner, but it will be here soon!

Until next month!

Brad Bachelor

Teen Librarian & Deputy Director

Report to Board

10 April 2024

March's book group met on the 12th to discuss *The City We Became* by N.K. Jemisin. Three people attended. At April's meeting on the 9th, we had four people attend to discuss *The World Played Chess* by Robert Dugoni.

I took the online Security Awareness Training: Annual Update as required by downtown.

I'm weeding the Quick Books and have just about finished.

Respectfully submitted,

Kate Vreeland

Communications and Technology Library Assistant Report

to the Ogden Farmers' Library Board of Trustees

April 11th, 2024

Hello members of the Board of Trustees! I have spent the past occupied with many, many small tasks that together formed a heavy workload. The two primary uses of my time this month have been:

1. Advertising and last-minute changes for our Solar Eclipse event and our Food Drive. Both events have required me to deliver social media content with fast turnaround times. My efforts have contributed to successful communication of updates, and helped us to avoid disappointing surprises for our library users.
2. I.T. support. Various software and hardware used by staff at the library have been exhibiting incorrect behavior. Much of my time has been spent addressing these issues by consulting manuals, calling customer support, and trial and error. In this way, I have resolved many technical issues, and I expect to be resolving many more by the end of the week.

As usual, my daily work also includes:

- Creating advertisements for library services and programs to be published on the Ogden Farmers' Library Facebook and Instagram.
- Continual upkeep of the Ogden Farmers' Library website.
- Updating signage as needed for use inside the library.
- Addressing technology issues as they arise.
- Providing tech tutoring for members of the public.
- Answering reference questions for members of the public.
- Serving as the staff liaison for the Friends of the library.
- Maintaining the free puzzle exchange.

Board Report - April 2024

Bridget LaDuca - Genealogy/ Local History Library Assistant

March in Local History/ Genealogy

The Local History endcap featured books about Women, as March is a celebration of Women's History.

I continued to relabel and shift the collection.

This month I've been working on our local history cookbooks. Cookbooks are vital tools to understanding how communities functioned during a particular time period.

With help from Rae Edwards, we reached out to St. John the Evangelist in Spencerport in hopes of replacing our copies of their cookbooks from 1968 and 1974, as our copies are in poor condition. They were able to provide us with a very nice copy of the 1974 cookbook, as well as a cookbook from 2011. I have added both to our collection. The search continues for a copy of the 1968 cookbook.

I added the works of Arch Merrill to our local history collection. Arch Merrill was a journalist with the Rochester Democrat and Chronicle from 1923 to 1963. He traveled the length of the Genesee Valley collecting local lore and wrote several stories about local lore. The stories ran in the Democrat and Chronicle Sunday edition and were eventually collected into book form.

March in Adult Programming

March 18 : Take and Make Solar Glass Case- registrants signed up to pick up solar glass holder kits from the circulation desk

March 22: I attended a committee meeting for A250. The town is commemorating America's 250th birthday in 2026.

March 23: Rochester Genealogical Society Pop-Up Scanning Event- RGS President, Eric Vaughn, brought his portable scanner to our library to allow registrants to scan old letters, pictures, and more. The scanner was able to scan larger items than we can usually accommodate in the library. Over 400 items were scanned.

March 25: The Genealogy Group met and listened to a presentation by local history reenactor, Gary Newman. Gary presented on War Production During WWII in Rochester.

March 30: "The Importance of the Queer Voice" by Madelein Murphy Smith - Madelein is a Rochester-based comedian who has developed an educational program regarding the importance of LGBTQIA+ representation in books and movies. The crowd was very engaged with her program.

Italics means new language. ~~Strikethrough is deleted language.~~

MEETING ROOM USE POLICY

Purpose: The library meeting room is primarily intended for library use. Outside non-profit groups may use the meeting room. Priority is given first to the Town of Ogden, and then local organizations.

Application for Use

- Applications to use the room are available at the library and online at www.ogdenlibrary.com. Applicants will be contacted to inform them of room availability.
- The person signing the application must be at least 18 years old and assumes responsibility on behalf of the group or organization.
- Groups may make requests no more than 90 days in advance of the date they would like to reserve.
- Long term, regularly scheduled use of the room is granted at the discretion of the Director. If granted, the organization must still submit an application at the beginning each year.
- The Library has the right to supersede a previous reservation of the room by an outside group for a library program.
- Applicant is responsible for informing the library as soon as possible if they must cancel.

Room Use

- Events in the meeting room must be open to the general public and may not charge a fee for attendance.
- Permission to use the room for non-library functions in no way constitutes the library's endorsement of the group or its activities.
- The meeting room may not be used for religious services, sales promotion, social meetings or for the benefit of private individuals or commercial concerns engaged in marketing. Political meetings are acceptable at the discretion of the director for the discussion of issues but not for campaign purposes, party caucuses, and the like.
- The meeting room is only available when the library is open. Meetings must be finished and the room vacant by 15 minutes before closing time. Set-up and clean-up times must be during the reserved time slot. ~~After-hours usage is limited to library functions.~~ *After hours usage is governed by our after-hours policy.*
- Use of the room must not disrupt library operations.
- *Use of AV equipment is by permission only. If AV equipment is to be used a member of the group must be trained to use it. Such training should be requested in advance of the meeting and may require a separate visit to the library.*
- *Dangerous activities, including but not limited to use of open flames are not permitted.*
- The library is not responsible for articles left in the building.
- Light refreshments may be served.
- Smoking is not permitted anywhere on the library premises.
- Alcoholic beverages may not be consumed on the premises.

Responsibilities

- Groups must leave the room in the condition they find it. The group using the room is responsible for setting up and taking down the equipment, including tables and chairs. Adequate time should be reserved by the group to

accomplish both of these tasks. Tables should be taken down and placed against the outside wall ~~and chairs returned to the storage closet.~~ *or in the closet (wherever they were before being set-up) and chairs should be returned to the designated chair area along the inside wall.*

- Basic cleaning supplies, including a vacuum, are available on request.
- Groups that do not clean up after themselves may be charged a reasonable clean-up fee and/or be denied future use of the room.
- Failure to adhere to these guidelines may result in loss of future room usage *or in severe cases loss of library privileges.*

Adopted by the Ogden Farmers' Library Board of Trustees ~~11/17/2016~~ 4/18/2024

Update to the Bylaws. Vote to take place April 2024. Relevant sections only posted. *Italics for additions, strikethrough for removals.*

OGDEN FARMERS' LIBRARY Board of Trustees BY-LAWS REVISED, ~~September 2023~~ *March 2024*

D. Board of Trustees

a. The library shall be governed by a Board of Trustees. The Board shall consist of 9 members, serving for terms of three years each. Board elections are held at the *annual first* Board meeting ~~of the year~~ *typically held in November of each year*. The electors shall be the current members of the Board.

I. AMENDMENTS

a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.