

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

Agenda January 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)**
9. Unfinished Business
 - a. Policy review – Internet Access Policy **(ACTION REQUESTED)**
 - b. After-hours events
 - c. M&T Bank
10. New Business
 - a. Expiring board terms **(ACTION REQUIRED)**
 - b. Conflict of Interest policy sign off **(ACTION REQUIRED)**
 - c. Contract with the town **(ACTION REQUIRED)**
 - d. Tummonds Fund form **(ACTION REQUIRED)**
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, February 15, 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.

DRAFT – Ogden Farmers’ Library

Board of Trustee’s Meeting 11/16/23

Present

Alex Hinkley (Pres)
Linda Tague (VP)
Nick Messoloras (Treas)
Susan Reeves (Sec)
Sal Alonci
Kathleen Britton
Amy Holko
Laura O’Donnell
Sharon Stevens

Excused

None

Also Present

John Cohen (Library Director)

1) Call to Order/Agenda Changes

- Alex called the meeting to order at 6:30pm.

2) Action on Minutes

MOTION to accept the minutes of November 16, 2023, with changes was made by Nick, seconded by Kathleen and approved unanimously.

3) Public Comments: None

4) Correspondence: None

5) Friends Report: (Linda) Please find report included in Board Packet for November.

6) President’s Report: (Alex) None

7) Treasurer’s Report: (Nick) Please find the report included in Board Packet for November.

- The balance sheet currently shows \$1.2 million in assets.
- The P&L report shows income and expenses on track with 2022 with Total Expenses coming in \$16,362 under budget.
- The P&L Report shows Personnel coming in close to budget.

MOTION to approve warrants was made by Sharon, seconded by Linda and approved unanimously.

8) Annual Organizational Meeting:

MOTION to enter Annual Organizational Meeting at 6:42pm was made by Nick, seconded by Kathleen and approved unanimously.

- (a) Election of Officers – the 2024 Officers are Alex as President, Linda as VP, Nick as Treasurer and Susan as Secretary.

(b) Review of Meeting information provided in Board Packet.

- I. B. Officers for 2024
President – Alex Hinkley
Vice President – Linda Tague
Treasurer – Nick Messoloras
Secretary – Susan Reeves
- III. F. Authorized signers for payment vouchers – Board members are Alex, Linda and Nick.
Staff are John and Kate Vreeland.
- VII. Director is to obtain membership in ALA and NYLA (it is not required for other staff.)

MOTION to approve elections and decisions made during Meeting was made by Linda,
seconded by Nick and approved unanimously.

MOTION to leave Annual Organizational Meeting at 6:56pm was made by Amy, seconded by Sharon and approved unanimously.

9) Director's Report: with Librarians' Reports

- Statistics have reached 2019 (pre-Covid) levels.

10) Unfinished Business

a) Policy Review – FOIL policy

MOTION to approve update of FOIL policy as amended made by Amy, seconded by Linda and approved unanimously.

b) Where we keep our bank accounts

- Checking account will be moved to M&T due to higher interest rate.
- The account at Key Bank will be maintained as a back-up.

c) Budget 2024

MOTION to approve Budget 2024 was made by Kathleen, seconded by Susan and unanimously approved.

11) New Business

- a) After hours events** – a new Policy for After Hours Events is in the works.

12) Public Comments - None

13) Educational Segment - None

14) Executive Session

MOTION enter Executive Session at 7:34pm to discuss John's compensation was made by Nick, seconded by Laura and approved unanimously.

MOTION to approve 3% increase to John's salary was made by Amy, seconded by Laura and approved unanimously.

MOTION to leave Executive Session at 7:45pm was made by Linda, seconded by Sharon and approved unanimously.

15) Motion to Adjourn

MOTION to adjourn at 7:46pm was made by Amy, seconded by Nick and approved unanimously.

Upcoming meetings

Board of Trustees Meeting will be January 18, 2024, at 6:30pm in the library meeting room.

Friends Report for the January 18th Board Meeting

Paula Yandow-Reilly, the Friends' new president, supplied the following information:

Blind Date with a Book - They will be doing this again this year and are meeting later this month to wrap and set up the books, targeting the end of January and the first two weeks of February for this fundraiser.

Paula is planning to reach out to the Friends groups at Gates, Brockport, and maybe Greece or Chili for collaboration, especially around the timing of book sales.

Mary Anderson, the immediate past president, will be taking on a new role as Program Coordinator and this will fall into two areas: events to attract and retain Friends, and fundraisers. They are planning to do something in March and May. They are hoping to meet and encourage new Friends to join by offering some of these events.

They will be actively recruiting a Vice President and are hoping this person can also be their social media person. They will formalize Paula's role as President at the Friends meeting on January 29.

They will be planning on co-chairs for the book sale this year to reduce the workload.

Membership renewals: They will start emailing out reminders in the month someone's membership becomes due.

The next general meeting of the Friends is on Monday, January 29, 2024 at 6:30 p.m. in the library meeting room.

Linda Tague

Friends Liaison to the Library Board

Warrant November and December 2023

Type	Date	Num	Name	Memo	Amount
Nov 23					
Bill Pmt -					
Check	11/06/2023	20903	Bridget LaDuca	Program expense reimubrsement	-37.61
General					-
Journal	11/10/2023			1. Checks EFT for paycheck date	12,831.32
General					
Journal	11/10/2023			2. Payroll taxes EFT for paycheck date	-4,337.78
General				1. Checks EFT for paycheck date - Paper	
Journal	11/10/2023			Checks	-160.32
Check	11/10/2023	eft	ovation payroll		-179.93
Check	11/13/2023	debit	Vanguard	retirement	-386.14
Check	11/13/2023	debit	Vanguard	retirement	-373.58
Check	11/13/2023	debit	Vanguard	retirement	-376.92
Check	11/13/2023	debit	Vanguard	retirement	-374.48
Check	11/13/2023	debit	Vanguard	retirement	-367.36
Check	11/13/2023	debit	Vanguard	retirement	-361.66
Check	11/13/2023	debit	Vanguard	retirement	-360.08
Check	11/13/2023	debit	Vanguard	retirement	-364.76
Check	11/13/2023	debit	Vanguard	retirement	-365.30
Bill Pmt -					
Check	11/13/2023	20953	B&T Adult Books	Books	-1,579.45
Bill Pmt -					
Check	11/13/2023	20954	Blackstone Publishing	Audiobooks	-250.00
Bill Pmt -					
Check	11/13/2023	20955	EBSCO Subscription Services	Magazine subscriptions	-1,769.84
Bill Pmt -					
Check	11/13/2023	20956	Elan Bank Credit	See credit card statement	-1,633.07
Bill Pmt -					
Check	11/13/2023	20957	Hoopla	ebooks	-457.42
Bill Pmt -					
Check	11/13/2023	20958	Ingram	books	-637.76
Bill Pmt -					
Check	11/13/2023	20959	Julie Daubert	reimbursement for pgorams	-16.43
Bill Pmt -					
Check	11/13/2023	20960	Midwest Tape	CDs and DVDs	-239.92
Bill Pmt -					-
Check	11/13/2023	20961	Monroe County Library System	Biennial payment	15,046.50
Bill Pmt -					
Check	11/13/2023	20962	Quill Corporation	Office supplies	-244.94
Bill Pmt -					
Check	11/13/2023	20963	Sarah Trowbridge	Book keeping	-120.00

Bill Pmt -					
Check	11/13/2023	20964	Taste of Home	Books	-75.56
Bill Pmt -					
Check	11/13/2023	20965	Today's Business Solutions, Inc.	wireless printing software	-500.00
Check	11/24/2023		ovation payroll		-141.05
General					-
Journal	11/24/2023			1. Checks EFT for paycheck date	13,033.27
General					
Journal	11/24/2023			2. Payroll taxes EFT for paycheck date	-5,123.00
General				1. Checks EFT for paycheck date - Paper	
Journal	11/24/2023			Checks	-131.64
Bill Pmt -					
Check	11/28/2023	20966	B&T Adult Books	books	-1,063.54
Bill Pmt -					
Check	11/28/2023	20967	Blackstone Publishing	audiobooks	-50.00
Bill Pmt -					
Check	11/28/2023	20968	Demco-Equipment	Library supplies	-77.50
Bill Pmt -					
Check	11/28/2023	20969	Frontier - Telephone	fax line	-75.15
Bill Pmt -					
Check	11/28/2023	20970	Ingram	books	-390.35
Bill Pmt -					
Check	11/28/2023	20971	Midwest Tape	CDs and DVDs	-182.91
Bill Pmt -					
Check	11/28/2023	20972	Monroe County Library System	Barcodes	-67.14
Bill Pmt -					
Check	11/28/2023	20973	Patricia Smith	Program	-50.00
Bill Pmt -					
Check	11/28/2023	20974	Quill Corporation	Office supplies	-312.06
Bill Pmt -					
Check	11/28/2023	20975	Sarah Trowbridge	book keeping	-75.00
					-
Nov 23					64,220.74

Dec 23

Check	12/08/2023		ovation payroll		-410.48
General					-
Journal	12/08/2023			1. Checks EFT for paycheck date	12,992.43
General					
Journal	12/08/2023			2. Payroll taxes EFT for paycheck date	-4,466.44
General				1. Checks EFT for paycheck date - Paper	
Journal	12/08/2023			Checks	-120.19
Bill Pmt -					
Check	12/12/2023	20976	B&T Adult Books	Books	-665.29
Bill Pmt -					-
Check	12/12/2023	20977	Bene-Care, Inc.	Benefits	10,917.36
Bill Pmt -					
Check	12/12/2023	20978	Blackstone Publishing	Audiobooks	-97.99
Bill Pmt -					
Check	12/12/2023	20979	Family Tree Magazine	magazine	-20.00
Bill Pmt -					
Check	12/12/2023	20981	Ingram	books	-744.50

Bill Pmt - Check	12/12/2023	20982	Kapco	adhesives and tapes	-129.00
Bill Pmt - Check	12/12/2023	20983	Midwest Tape	CDs and DVDs	-232.39
Bill Pmt - Check	12/12/2023	20984	Sarah Trowbridge	Book keeping	-75.00
Bill Pmt - Check	12/12/2023	20985	Hoopla	ebooks	-377.65
Bill Pmt - Check	12/22/2023	20928	Defiant Monkey Improv	Program	-225.00
Check	12/28/2023		Vanguard	retirement	-370.40
Check	12/28/2023		Vanguard	retirement	-368.78
Check	12/28/2023		Vanguard	retirement	<u>-375.58</u>
					-
Dec 23					<u>32,588.48</u>
					-
TOTAL					<u>96,809.22</u>

Credit Card Transactions for statements November and December 2023

Date	Transaction	Name	Memo	Amount
10/10/2023	DEBIT	AMAZON.COM*T985Z7641 SEATTLE WA	Video games	-149.95
10/10/2023	DEBIT	AMZN Mktp US*TE08T16E2 Amzn.com/bill WA	Office supplies	-299.52
10/16/2023	DEBIT	AMZN Mktp US*TP58X7VW2 Amzn.com/bill WA	New toys for children's room	-31.02
10/18/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	-36.91
		GRAMMARLY COVP9YF0Q GRAMMARLY.COM		
10/23/2023	DEBIT	CA	Software	-139.95
10/23/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	-15.58
10/23/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Porgramming supplies	-41.49
10/23/2023	DEBIT	AMZN Mktp US*TD4ZO3L31 Amzn.com/bill WA	Programming supplies	-32
10/24/2023	DEBIT	OTC BRANDS INC 800-2280475 NE	Programming supplies	-35.16
10/24/2023	DEBIT	OTC BRANDS INC 800-2280475 NE	Programming supplies	-17.98
10/26/2023	DEBIT	585 MAGAZINE 585MAG.COM NY	Magazine	-18
10/26/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	-9.29
10/26/2023	DEBIT	OVERDRIVE DIST 216-573-6886 OH	Ebooks	-13.49
10/30/2023	DEBIT	USPS PO 3580700559 SPENCERPORT NY	Postage	-12.92
10/30/2023	DEBIT	TIM HORTONS #911111 SPENCERPORT NY	Morale improvement	-13.23
10/30/2023	DEBIT	TIM HORTONS #911111 SPENCERPORT NY	Programming supplies	-30.4
10/31/2023	DEBIT	AMZN Mktp US*ZO6R41LE3 Amzn.com/bill WA	Programming supplies	-5.98
10/31/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	-48.7
10/31/2023	DEBIT	AMZN Mktp US*T83SL7F03 Amzn.com/bill WA	Equipment	-44.97
11/1/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	-14.1
11/2/2023	DEBIT	PLAYAWAY PRODUCTS LLC 877-893-0808 OH	Audiobooks	-467.91
11/3/2023	DEBIT	AMZN Mktp US*KE6FX8FG3 Amzn.com/bill WA	Programming supplies	-76.49
11/6/2023	DEBIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	-30.85
11/6/2023	DEBIT	AMZN Mktp US*C96N05WT3 Amzn.com/bill WA	Programming supplies	-38.98
11/7/2023	CREDIT	TOPS MARKET #453 SPENCERPORT NY	Programming supplies	14.1
11/8/2023	DEBIT	WEGMANS #068 ROCHESTER NY	Programming supplies	-67.57
11/8/2023	DEBIT	TIM HORTONS #911111 SPENCERPORT NY	Programming supplies	-31.26

11/9/2023	DEBIT	TOPS MARKET #453	SPENCERPORT NY	Programming supplies	-20.25
11/9/2023	DEBIT	WEGMANS #022	ROCHESTER NY	Programming supplies	-14.89
11/10/2023	DEBIT	TOPS MARKET #453	SPENCERPORT NY	Programming supplies	-48.02
11/13/2023	DEBIT	CHIPOTLE ONLINE	949-524-4000 CA	Staff development day lunch	-348.03
11/14/2023	DEBIT	IN *ROCHESTER FOAM DAR	585-7488087 NY	Staff development day activitiy	-375
11/15/2023	DEBIT	MICHAELS #9490	800-642-4235 TX	Programming supplies	-8.28
11/15/2023	DEBIT	THE HOME DEPOT #1246	ROCHESTER NY	Programming supplies	-32.38
11/15/2023	DEBIT	AMZN Mktp US*3713385E3	Amzn.com/bill WA	Video games	-108.57
11/16/2023	DEBIT	TOPS MARKET #453	SPENCERPORT NY	Programming supplies	-21.55
11/16/2023	DEBIT	TOPS MARKET #453	SPENCERPORT NY	Programming supplies	-5
11/20/2023	DEBIT	SP AMERICAN BUTTON M	AMERICANBUTTO TX	Programming supplies	-95.31
11/22/2023	DEBIT	DOLLAR TREE	SPENCERPORT NY	Programming supplies	-39.05
11/22/2023	DEBIT	WEGMANS #012	ROCHESTER NY	Programming supplies	-51.53
					-
11/22/2023	DEBIT	OVERDRIVE DIST	216-573-6886 OH	Ebooks	3542.65
11/24/2023	DEBIT	Amazon.com*9E1FM8IW3	Amzn.com/bill WA	Video games	-36.32
11/24/2023	DEBIT	WALMART.COM	800-966-6546 AR	Programming supplies	-24.54
11/24/2023	DEBIT	Amazon.com*C05DN0933	Amzn.com/bill WA	Programming supplies	-32.44
11/24/2023	DEBIT	AMAZON.COM*WK03K6YB3	SEATTLE WA	Equipment	-39.94
11/28/2023	DEBIT	MICHAELS STORES 5078	HENRIETTA NY	Programming supplies	-3.55
11/29/2023	DEBIT	CRB*CARBONITE BACKUP	877-6654466 MA	Software (server backup)	-799.99
11/30/2023	DEBIT	OVERDRIVE DIST	216-573-6886 OH	ebooks	-65.5
12/1/2023	DEBIT	LIBRARY IDEAS LLC	571-730-4300 VA	Books	-265.98
12/4/2023	DEBIT	WEGMANS #065	BROCKPORT NY	Programming supplies	-150
12/4/2023	DEBIT	AMZN Mktp US*1Q2PF89F3	Amzn.com/bill WA	Programming supplies	-54.78
12/5/2023	DEBIT	PLAYAWAY PRODUCTS LLC	877-893-0808 OH	Audiobooks	-56.99

Statistics December 2023

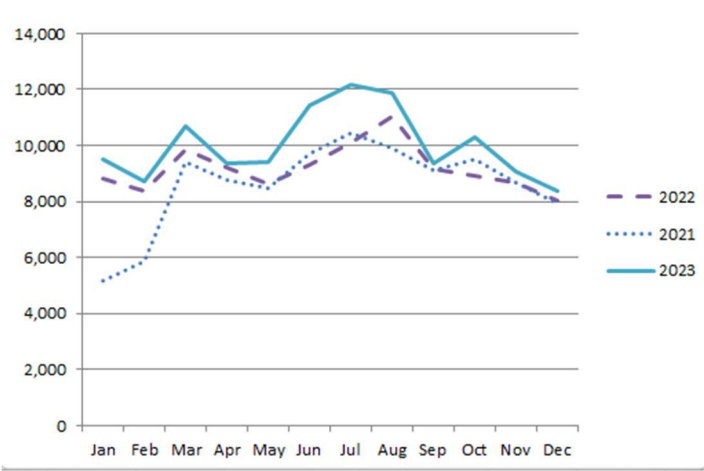
	2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Patron Count	40,527	3,933	3,915	4,153	3,692	3,950	4,164	5,045	4,976	4,715	4,720	3,884	3,492	50,639
Circulation	110,146	9,524	8,715	10,705	9,380	9,392	11,410	12,153	11,860	9,376	10,285	9,062	8,360	120,222
Reference requests - librarians	3,560	260	300	266	190	250	300	312	250	325	240	214	243	3,150
Reference requests - circ desk	2,375	200	200	200	150	175	250	250	200	225	200	150	200	2,400
PC Usage	2,946	251	273	238	198	229	238	243	265	307	241	221	184	2,888
I.L.L.s received	10,207	1007	781	1,053	901	881	964	967	1002	838	915	716	815	10,840
I.L.L.s sent	11,809	1036	978	1165	942	941	963	968	1170	1026	1066	900	1024	12,179
Programs														
Baby Toddler	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Baby Toddler Patron Count	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile	139	14	13	15	11	14	14	15	9	14	15	11	16	161
Juvenile Patron Count	2,283	276	241	328	258	273	315	464	188	238	291	240	347	3,459
TEEN	49	4	6	6	6	5	7	6	3	4	7	7	8	69
TEEN Patron Count	247	14	39	27	28	39	47	66	6	4	20	30	34	354
Adult	21	2	2	2	1	2	2	1	4	3	2	4	2	27
Adult Patron Count	96	7	6	5	2	8	6	3	28	18	33	46	20	182
Family	59	4	4	5	4	5	5	5	6	4	4	0	1	47
Family Patron Count	540	42	30	62	64	90	49	486	215	47	33	0	340	1,458
Outside Use of Meeting Room	84	11	9	12	14	16	12	6	6	17	11	18	14	146
Outside Library Visits	3	0	0	1	0	0	0	1	0	0	0	5	0	7
Outside Library Visits Patron Count	36	0	0	134	0	0	0	62	0	0	0	88	0	284
New Members	382	38	39	32	21	14	62	47	33	28	34	27	19	394

Ebooks:

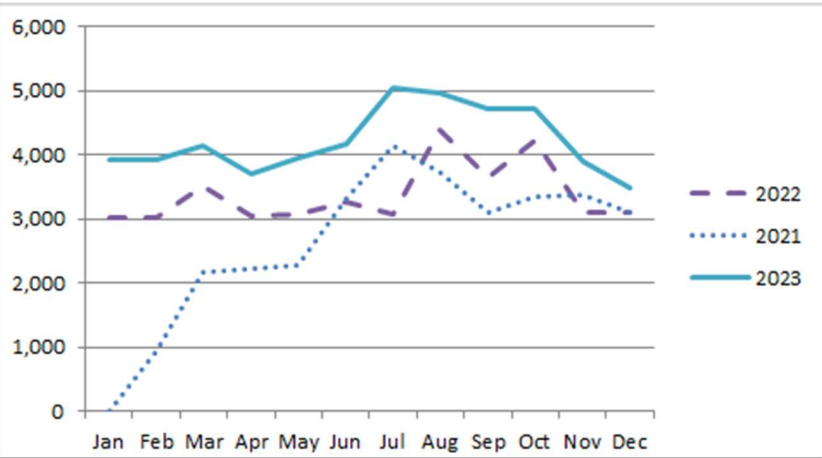
- January 2023: 2113
- February 2023: 1915
- March 2023: 2105
- April 2023: 2034
- May 2023: 2200
- June 2023: 2363
- July 2023: 2527
- August 2023: 2193
- September 2023: 2027
- October 2023: 2363
- November 2023: 2090
- December 2023: 2233

Statistical Graphs

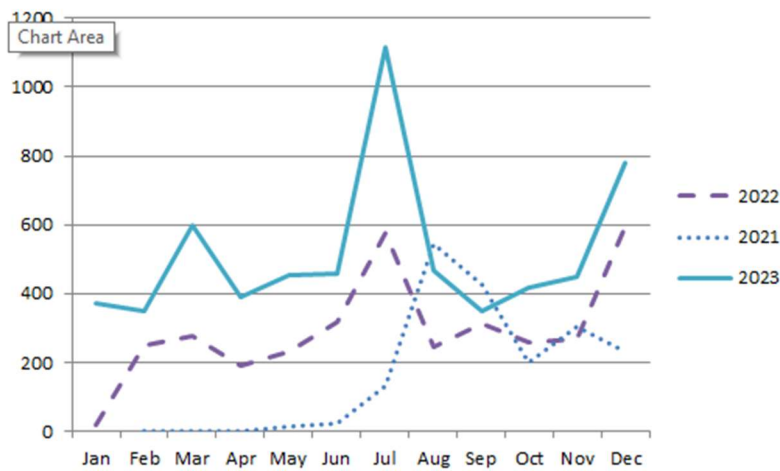
Circulation



Door count



Program Attendance



Director's Report January 2024

Collection: nothing to report

Facilities:

- The town is installing new lighting in the library. Its very bright in here.

Financial:

- We received the \$20,000 towards new computers promised by Assemblyman Jensen
- Upon meeting with M&T bank we encountered road blocks towards moving our accounts there. Additionally, Keybank made counter offers to stay with them. I can explain more at the meeting.
- We received an \$1,800 donation from Canal Days towards new end-caps in the Children's room.
- I submitted a grant requesting to add handicapped doors to our bathrooms and install new booths in the bathroom.
- Last years donor of the playwall was curious what else she could donate towards.

Friends:

- I met with President Paula Yandow-Reilly to discuss the Friends organization and what we need from them. It was a productive meeting.

Management: nothing to report

Outreach:

- I ordered a new tent for our occasional outreach efforts after the last tent broke at an event.

Personnel:

- I have started to organize the April staff development day, which we hope to do at Downtown and include a tour of the facilities, CARL training, and more.
- I updated everyone's salary info and, for those that get it, insurance rates, in the payroll system.
- The staff Christmas luncheon was held and was a success. Our thanks to the board for covering the desk.

Public:

- I have entered the closed dates of the library in the CARL calendar for the year.
- Going fine-free has been fairly smooth so far.
- We had a strong objection to an idea to update the children's room that would remove one of the murals.

Security: nothing to report

System:

- Pittsford library is facing a book reconsideration request for Grandad's Pride by Harry Woodgate. As always, we stay informed on these in case the book is requested here as well.
- MCLS has changed to a new helpdesk system. This should not change procedures at OFL as it works much like the old system.

Technology:

- I am proceeding with purchasing the computers paid for by the Jensen grant.
- I priced a new JAMEX machine for our copier (the machine that takes the money). At \$1700 I have decided it is too expensive at this time.

- We had to replace the UPS that powers our server, as it was no longer providing power, even when plugged in and connected to electricity.

Personnel Report January 2024:

Ada Kofron returned to the library on a temporary basis to assist with shelf-reading. She started 12/20/23 and finished 1/17/24

Brad Bachelor has been appointed Deputy Director as of January 1, 2024.

Report to the Ogden Farmers' Library Board

January 11th, 2024

Greetings, Salutations, and Happy New Year!

December 2023 provided ample excitement and seasonal cheer:

- Peter and Brad S. joined me to distribute 240 craft kits at the town Santa Parade event!
- 11 families built delicious homes for our annual Gingerbread House activity.
- 22 attendees enjoyed a Family Fun Show on 12/27 courtesy of Defiant Monkey Improv.
-

I must report one piece of unfortunate news: my wish to refresh, touch up, or repaint a portion of the J room walls has upset the local family of one of the J room mural artists (see appendixes). I know John has kept you up-to-date, but please let me know if I can be of assistance in any way.

In happier news:

- 2023 showed significant growth from 2022: in-person activities drew 4,170 attendees and circulation of J materials grew by 7,893, a 23% increase over the year before.
- The Spencerport Canal Town Days organization has donated funds to purchase additional endcap bookcases for the J room. These cases will become the new home of our board book collection, a move that will let us expand both this section and our popular Easy Reader selection. Thank you, Spencerport Canal Town Days!
- I have allocated a portion of the J book budget to purchase additional copies of our most high-demand items. 809 of our J room materials receive 10 or more circulations – they might be away from the shelves for up to 30 weeks of the year! Additional copies will make these books more readily available and ease wear-and-tear on each individual copy.

January will be a month to reflect on 2023, set priorities for 2024, test mini-pizza and slime recipes for future library events, and brainstorm for Summer Reading 2024 (theme: “Adventure Begins At Your Library!”)

I look forward to our next update!

Steven Shon

Children's Librarian

Appendix A:

The Imagination Mural

Painted by Karl Slominski in Summer 1999

Full Mural:



Appendix A (Continued):

The Imagination Mural

Painted by Karl Slominski in Summer 1999

**Mural Damage, Medium Shot
(discoloration in red portion near bottom)**



**Mural Damage, Close-Up
(peeling paint located 2 ft. 2 in. above floor)**



Note: the mural artist appears to have painted over a piece of tape located near the join of the character's pant legs. The tape has begun to peel away from the wall, and this has caused the red paint to begin flaking off to reveal white paint underneath.

Appendix B:

Letter from Steven Shon to the Family of Karl Slominski (Mural Artist)

Mailed November 27th 2023

Ogden Farmers' Library
269 Ogden Center Rd
Spencerport, NY
14559

November 27, 2023

Joseph & Wilma Slominski
218 Hilltop Lane
Spencerport, NY
14559

Dear Joseph & Wilma Slominski:

My name is Steven Shon and I am the children's librarian at the Ogden Farmers' Library. In 1999, your son Karl created the Imagination Mural in our children's room, an art piece that has delighted generations of local children and families.

Unfortunately, the children's room wall paint underneath and around the mural dates back to the building's construction in 1992. It has not been refreshed, touched up, or repainted since that time, and our staff would like to do so now, while at the same time honoring Karl's generous contribution.

Please let us know your thoughts. Your family's civic spirit has enriched the library, and the lives of Ogden families, and I am grateful for your time and consideration. You can reach me via phone at (585) 617-6181 or e-mail at steven.shon@libraryweb.org.

Sincerely,

Steven Shon
Children's Librarian
Ogden Farmers' Library

Appendix C:

First E-Mail from the Family to Steven Shon

Saturday 12/2/2023 at 5:09 PM



W. Slominski <jazzdivatoo@gmail.com>

To: Shon, Steven

Cc: Uttaro, Patricia



Sat 12/2/2023 5:09 PM

CAUTION: This email originated from outside of the organization. Please do not open attachments, click on links, or provide your username or password if the source is suspicious.

Hello Steven,

We received your letter asking for our input regarding our son's art mural.

If you're asking my husband and I for permission to paint over our son's mural, please realize this:

Our son created and painted this mural during summer while approaching ninth grade. He did it out of the goodness of his heart. It was not a school requirement (no Participation in Government or Service Club credit was given) Karl spent many an afternoon at Ogden Farmers, since he was a toddler. The librarians at the time were very supportive of his interests and blossoming talents. When 13 WHAM interviewed him after completing the mural, he stated, "It's great to know, there will always be a piece of me here."

He is now a professional comic book/graphic novel illustrator and screenwriter who is currently repped by *Heroes and Villains Entertainment* and is affiliated with Simon & Schuster. His website is: slomotionart.com

We have raised our son and daughter to stay humble with their talents, which is why you may not be aware of his success in the Rochester area. His success has a broader reach, overseas included.

Do what you must, but realize your letter did break our heart.

Most Sincerely,

Wilma and Joe Slominski

Appendix D:

Second E-Mail from the Family to Steven Shon

Saturday 12/2/2023 at 7:17 PM

Follow up email re: Karl's art mural



W. Slominski <jazzdivatoo@gmail.com>
To: Shon, Steven

😊 📧 ↩️ ↶️ ↷️ 📅 ...
Sat 12/2/2023 7:17 PM

CAUTION: This email originated from outside of the organization. Please do not open attachments, click on links, or provide your username or password if the source is suspicious.

Put a pause on your decision to paint over the mural. We will be speaking to the town.

The Slominski Family
Sent from my iPhone

↩️ Reply

↷️ Forward

Appendix F:

Facebook Post by Kerri Lynn Slominski

Posted to the Ogden Farmers' Library Facebook Page on December 2nd at 7:16 PM



Posted to the Facebook Page of Mike Zale, Town Supervisor on December 3rd at 10:07 AM



Report to the Ogden Farmers' Library Board

January, 2024

Hello!

It's time to look back at Teen Services in 2023. Get ready for some stats!

In 2023, I ran 73 teen programs which had a total of 605 attendees! It's hard to compare this to last year, since I only started working in April, 2022, but if we compare just May to December:

Teen Programs May - Dec.		
	2022	2023
Teen Programs	46	51
Attendees	373	497

As you can see, relative program attendance was way up from 2022! I attribute that to me surveying teens in 2023. I regularly asked what they wanted to see, and what worked best with their schedules, and I think it paid off.

Now, let's look at circulation, which was also up!

Teen Books Circulated		
	2022	2023
Circulations	4351	5276

925 more circulations! It's always nice to see teens checking out more books!

This year, I also created a tool to track the diversity of my orders to try and hit benchmarks based on Ogden's demographics. It was extremely useful, as in October I realized I was just a touch behind where I wanted to be with Hispanic & Latine books. I corrected and *did* hit the benchmarks in the end! Obviously, this can always be improved, but it was a good check to make sure that we are, at a minimum, accurately representing our community.

	Number	% of Total	Target % : Demographics of Ogden	Meets Ogden Target?
African American & Black	28	5.9%	1.9%	Yes
Asian	103	21.5%	0.6%	Yes
Hispanic & Latine	29	6.1%	5.4%	Yes
Native American	5	1.0%	0.1%	Yes
LGBTQ+	83	17.4%	7%* (*Monroe County)	Yes

Now, let's look at volunteer hours:

Teen Volunteers		
	2022	2023
Volunteers	28	47
Hours	361	409

This was up too! I trained and managed a whopping 47 volunteers this year! It's a large part of my job. Many teens need service hours for NHS, but just as many do it because they love the library! I'm thrilled to facilitate this experience for them, and It's been wonderful to watch many of these teens grow and mature as they fulfill service hours for us.

That's all for 2023! I'll have much more to say about 2024 next month, but I wanted to end with my gratitude and enthusiasm for being made Deputy Director, which started January 1. I'm thrilled to serve as a back-up should our Director be absent for an extended time, but let's hope John is never sick or under the weather (fingers crossed).

Here's to a great 2024!

Brad Bachelor

Teen Librarian & Deputy Director

Report to Board

20 January 2024

I have finished weeding the DVDs, still need to finish the music CDs.

I attended the staff development day on 10 November. After the staff meeting we had a training session from Bivona about child abuse: Darkness to Light's Stewards of Children. After lunch we had a team building exercise, a Nerf war.

The book group survey indicated that most people who participated in the survey preferred an afternoon time. I chose the second Tuesday of the month at 2:00 pm and scheduled a meeting for the 9th of January. Two people attended, a third is interested so I chose a book and scheduled a meeting for 13 February. Hopefully it was the weather that kept people away on the 10th and we'll have a few more next month.

Respectfully submitted,

Kate Vreeland

Communications and Technology Library Assistant Report

to the Ogden Farmers' Library Board of Trustees

January 10th, 2023

Hello members of the Board of Trustees! Below I've included a list of the major projects I've tackled since my last report to you.

1. As I have mentioned in previous reports, I have been working on a long-term project to reinstate one of our study rooms. The project is finally complete – the room is now available for use by staff and the public. The room was used for storage for over 3 years. With requests for meeting room and study room use increasing, I undertook the sizable task of weeding the items we were keeping in storage and established a more efficient storage system elsewhere. I also created a digital study room reservation system. We have received lots of gratitude for reinstating the room, and I couldn't have completed the task so quickly without the help of Kimberly, Rae, Sandy, John, and others.
2. During December, John and I collaborated closely to create materials to introduce the concept of fine elimination to our patrons. John and I created our Frequently Asked Questions page with additional input from Brad, Steve, and Julie. The launch of fine elimination has been smooth!
3. With grant money on the way to allow us to replace worn out devices, I have collaborated with John to establish a replacement priority list. To create the list, I surveyed staff members, investigated software compatibilities, and researched infrastructure updates that would allow us to provide better service to Ogden residents.

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.

January Board Report – Bridget LaDuca

November & December News

Adult Programs

11/6 & 11/17 - I hosted two t-shirt tote programs in November. The participants created tote bags from an old t-shirt they brought from home. Everyone was very pleased with their finished project. Peter created an Instruction Sheet from the directions and pictures I provided and each participant was able to take the directions home for future use.

11/20 – I hosted a Greeting card event in the evening. Each participant created 4 greeting cards using the supplies we provided.

11/27 – I hosted my largest Genealogy Group meeting yet. Thirty-five people were in attendance to hear Patricia Smith speak on her book *Strike 10 for Luck*. The book is about her husband's time as a prisoner of War in Germany during WWII.

I planned a Bob Ross Paint Event for Saturday, January 6 from 10am – 12pm. We will paint following directions from an episode of Bob Ross.

12/2 - I held a successful Diamond Painting event. I had 8 participants. One patron told me it was her first visit to our library and she found our program through the MCLS events and programs page. The patron also registered for the December 18 Gift Tag event.

2/18 - I hosted 11 patrons for a “Create a Gift Tag” event. Each registrant created 4 gift tags to add a personal touch to their gift giving. Fun was had by all!

New Offering – Take and Make Programs

I have prepared 25 fabric coaster supply kits for my first Take and Make Program. We are supplying registered patrons with 3 pieces of fabric, instructions, and thread to complete the project. Registrants will need their own needles. Patrons must register to pick up a fabric coaster kit to take home and complete. Peter created an instruction sheet featuring pictures I took of the process from start to finish as well as the written directions. Kits can be picked up by registered patrons between 1/10 and 1/17.

Sandi and I have planned a Plant Propagation Program. Patrons must register. On 2/2 and 2/5 registered patrons can stop in to pick up a plant cutting to bring home.

Local History/ Genealogy

11/3 - I traveled to Rundel Memorial Library to meet with Hope Christansen and learn more about mending fragile books from our collection. Ms. Christansen provided me with a sample of tools, including archival-quality book boxes, archival envelopes, and information on what and where to

order supplies. I am very excited to get some of our treasured volumes back on the shelves in safe, archival boxes. *The boxes arrived in December and I have begun mending items, adding them to the archival boxes, and getting them back onto the shelves for patrons.

11/27 - I met with the Village Historian Ginny Parker and Tim Schulze of the Sons of the American Revolution (Rochester chapter), to discuss Ogden's plans to celebrate America250. I provided them with photocopies of letters surrounding the creation of a monument for the Pioneer Cemetery in the village, as well as old newspaper articles about the destruction of the Pioneer Cemetery and the planning of the monument. A Pearl Smith was credited with helping to create the monument in the 1950's. At Ms. Parker's request I verified that Pearl Smith was the President of the Irondequoit Chapter of the D.A.R. Using Ancestry Library edition, I was able to verify that Mrs. Smith is buried in Fairfield Cemetery.

The Local History Reads endcap has been very successful. The Finger Lakes Selections have consistently been checked out by patrons. January will feature books specific to Ogden and nearby towns. I continue to work on relabeling the books in the local history section to make them easier to find.

New wording in italics, removed in struck

INTERNET ACCESS POLICY

Monroe County Library System (MCLS) provides internet access for Ogden Farmers' Library. The Internet is an unmediated, global medium which offers access to a wealth of excellent material, but also provides access to materials and images which some people might find offensive or disturbing.

The Children's Internet Protection Act requires all public and school libraries in the United States to use a filter to protect children from pornography and other harmful material available on the Internet. In compliance with this law, MCLS provides filtering as part of their internet access for the library. Comments or concerns regarding this should be addressed in writing to the Ogden Farmers' Library, *Attn: Director*, 269 Ogden Center Road, Spencerport, NY 14559.

The library cannot control materials and images available on the Internet. Therefore users must be aware that the Ogden Farmers' Library and its agents cannot be held responsible for what may be accessed through the library computers.

The library upholds and affirms the right of each individual, regardless of age, to access constitutionally protected material. However, due to the public atmosphere of the library, we require users to follow the code of conduct while accessing the Internet. That code of conduct *is shown and must be agreed to as part of every internet session on our public computers, and is available for viewing below on our website or upon request.*

The library also affirms the right and responsibility of parents to monitor their children's use of the library materials and resources, including the Internet.

Adopted by the Ogden Farmers' Library Board of Trustees

~~November 19, 2015~~ *January 18, 2024*

After Hours Guidelines for Ogden Farmers' Library

After hours events are limited to library-sponsored use only. No outside groups will be permitted to use the meeting room outside of normal library hours.

After hours events are limited to the meeting room and the rest room area. Access to the meeting room should be through the meeting room doors after-hours.

After hours events are to be limited, occasional use only. No library staff member should plan for a regular event to take place outside of normal library hours.

After hour events must have, at minimum, 2 library staff members working the event. At least one staff member must be a librarian or library assistant. If, in the opinion of the director or event organizer, a heavier staff presence is warranted, then this greater presence is required.

After hour events must obey all other policies of the library, including but not limited to the code of conduct and the meeting room policy.

Expiring board terms:

Alex Hinkley - Term expires January 2024

Nick Messoloras - Term expires January 2024

Sal Alonci - Term expires January 2024 (was completing a vacated position term)

Conflict of Interest Policy

The Ogden Farmers' Library benefits from the presence of volunteers and staff with diverse interests and expertise. The Library recognizes that an individual serving the Library in an elected or appointed position may have outside interests which could constitute a conflict of interest, or be perceived as constituting a conflict of interest.

In discharging their responsibilities to the Library, the Director, the Board of Trustees, and staff are expected to observe the highest ethical standards, to avoid conflicts of interest or the appearance thereof, and to act as fiduciaries of the Library. Any activities which do not serve the best interests of the Library or which favor either the personal advantage of the individual or another person or corporation are inconsistent with the duties and responsibilities owing to the Library.

Procedures and Guidelines

1. The Board of Trustees, the Director and employees of the Ogden Farmers' Library shall avoid real or perceived conflicts of interest between their own respective personal or professional interests and the interests of the Library in any and all actions taken by them on behalf of the Library in their respective capacities.
2. If any member of the Board of Trustees, the Director or employee has any direct or indirect (*e.g.*, immediate family members) interest in any individual or organization which proposes to enter into any transaction with the Library, such person shall forthwith give notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to affect any decision of the Library to participate or not participate in such transaction and the manner and terms of such transaction. Minutes of any meeting shall reflect that such disclosure was made and that such Trustee, the Director or employee abstained from voting and absented himself or herself from the final review and vote on the matter. Transactions shall include, but not be limited to the following:
 - a. the sale, purchase, lease or rental of property
 - b. employment, or the rendition of services, personal or otherwise
 - c. the award of any appropriation, grant, fellowship, contract or subcontract
 - d. the investment or deposit of any funds of the Library
 - e. a vote or action of the Board of Trustees or the Director which benefits a member of the Board.
3. The foregoing requirements should not be construed to prevent a Trustee, the Director or an employee from briefly stating a position on a matter, nor from answering pertinent questions from other Trustees, the Director or an employee by reason of the fact that personal knowledge may be of assistance to the Library.
4. Members of the Board of Trustees, the Director and employees are required to disclose any relationships, direct or indirect, (an immediate family member's relationship), which they may have with outside entities that are pertinent to the subject matter in which they are involved while serving the Library. Such relationships include, but are not limited to:
 - a. service as a paid or unpaid consultant to, or speaker, investigator or employee of a commercial entity potentially affected by the work of the Library
 - b. personal holdings in any commercial entity which provides products or services related to the subject matter under discussion by the Board

c. receipt of significant support* from a commercial or other entity related to a product or service under consideration by the Board on which a member of the Board serves

d. receipt of significant support* from commercial or other entities related to a service or product presented or promoted at a Board meeting by the member

*Any item, payment, or service valued in excess of \$500.

Whenever such relationship may create an actual or perceived conflict of interest relevant to a matter requiring action by the Board of Trustees, the interested person shall fully disclose the nature of the relationship and shall thereafter refrain from influencing or participating in any discussions or voting thereon in accordance with paragraph two above.

5. All potential conflicts of interest and relationships to outside entities that impact on the activities of the Board shall be disclosed in writing in such manner and form as the Board may prescribe, upon appointment or election to the Board. Written disclosures shall be updated whenever a material change in the volunteer's outside relationships occur and/or at a minimum every three years.

6. In the event that a real or potential conflict exists between the direct or indirect interests of a Trustee, the Director or an employee and the Ogden Farmers' Library, the person shall fully disclose, in writing, all relevant facts and circumstances to the President of the Board of Trustees, who shall make a report of all relevant facts and evidence of the matter to the full Board of Trustees at its next meeting following the disclosure. The Board shall examine the facts to determine whether a conflict exists and, if so, to determine what action should be taken.

7. In the event that a Trustee, Director or an employee believes that an undisclosed real or potential conflict of interest exists pertaining to a different Trustee, Director or employee, notification and evidence of the potential conflict should be given to the President of the Board of Trustees, who shall make a report of all relevant facts and evidence of the matter to the full Board of Trustees at its next meeting following the disclosure. The Board shall examine the facts to determine whether a conflict exists and, if so, to determine what action should be taken.

8. A copy of the conflict of interest policy shall be furnished to each Trustee, the Director and any employee who is presently serving the Ogden Farmers' Library, or who may hereafter serve in these capacities.

9. This policy shall be reviewed regularly for the information and guidance of the Board, the Director and employees. Any new persons serving the Library in such positions shall be advised of the policy upon undertaking their respective duties.

Print Name: _____

Sign name: _____

Date: _____

CONTRACT FOR LIBRARY FACILITIES

For the year beginning January 1, 2024, by and between the TOWN OF OGDEN, a municipal corporation in the County of Monroe, P.O. Spencerport, New York, hereinafter referred to as the “TOWN” and the OGDEN FARMERS LIBRARY ASSOCIATION, a free association library chartered and registered by the Board of Regents of the State of New York, P.O. Spencerport, New York, hereinafter referred to as the “LIBRARY ASSOCIATION.”

WHEREIN IT IS MUTUALLY AGREED:

FIRST: That pursuant to the provisions of the Education Law of the State of New York, the Library Association hereby agrees to furnish and provide library privileges to the inhabitants of the TOWN, subject to the rules and regulations promulgated by the Trustees of the Library Association, with respect to the use of the Library and its facilities.

SECOND: That in consideration of the furnishing and providing of such library facilities to the inhabitants of the Town:

(a). The Town will pay to the Library Association the sum of \$623,400.00 said payment to be made by February 20, 2024.

(b). The Town will also assume and pay utility and maintenance costs.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of January 2024.

ATTEST:

TOWN OF OGDEN

Town Clerk

BY: _____
Supervisor

ATTEST:

OGDEN FARMERS LIBRARY ASSOCIATION

Secretary

BY: _____
President, Board of Trustees

FFRPL Annual Grant Report for:

Ogden Farmers' Library, 269 Ogden Center Road, Spencerport NY 14559

1. Amount of FFRPL grant in preceding year: **\$ 4425.49**
2. Amount of grant NOT used for the purchase of circulating books & materials in preceding year (if any): **\$ 0.00**

(Note: Should be zero, unless library did not use all the grant funds; then it is the \$ amount received minus \$ amount spent)

3. Statement certifying the number and value of circulating books & materials purchased with grant money in preceding year:

“Last year in **2023, Ogden Farmers' Library** used its *FFRPL grant only* to purchase **supplemental** circulating materials of **236** printed books, **1** e-books and **11** audio books, at a cost equal to or exceeding \$4425.49 (Amount received in previous year).

(Note: it is understood approved selected materials will always cost slightly more than the full grant amount. Do NOT include circulating materials purchased with library's annual library materials budget; except for slight variance needed to spend the full grant.)

4. For the two preceding years, **total** funds budgeted for **materials**, as reported in the NYS Library Annual Report:

In **2022: \$ 78,240.09**

In **2023: \$ 88,493.15**

Briefly explain any variance greater than 10 percent: Our variance was an increase of 12.3%. This was mostly due to our anticipated Hoopla spend, as Hoopla was a new service for us. As a note, our 2024 budget will have an 11.3% decrease as our proven Hoopla spend turned out to be significantly less. But that's a note for next years report.

5. Statement certifying your library is a tax supported public or association library and remains eligible to receive FFRPL grants:

“Ogden Farmers' Library is a tax supported public library / association library and is eligible to receive FFRPL grants, which we agree will only be spent for **supplemental** circulating material. We further agree to abide by all terms & conditions of confidentiality, spending and reporting requirements in order to remain eligible for continued grants.”

Approved by the Ogden Farmers' Library Board of Directors: January 18, 2024 (Deadline by February 15)

Alex Hinkley, Board President, Ogden Farmers' Library _____ (signature)

John Cohen, Director, Ogden Farmers' Library _____ (signature)