**Ogden Farmers’ Library**

**Board of Trustees Meeting**

Agenda November 17, 2022 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. Executive session to consider a new board member
5. Correspondence
6. Friends Report: Vice-President Tague
7. President’s report: President Hinkley
8. Treasurer’s Report: Treasurer Messoloras **(ACTION REQUIRED)**
9. Annual Meeting **(ACTION REQUIRED to enter, vote upon required items, and leave annual meeting)**
10. Director’s Report (with Librarians’ reports)
	1. Personnel Report **(ACTION REQUIRED if changes)**
11. Unfinished Business
	1. Ongoing policy review – Gifts
	2. Budget 2023
12. New Business
	1. Hoopla
	2. Review of Long Range Plan
	3. Christmas lunch
	4. United Against Book Bans
13. Public comments – rules as above
14. Educational segment – (skipped this month due to length of agenda)
15. Executive session to consider director’s performance appraisal
16. Motion to Adjourn **(ACTION REQUIRED)**

**Upcoming meetings:**

**Board of Trustees Meeting will be Thursday, January 19, 2023 at 6:30pm in the library meeting room unless changed by the board at the annual meeting.**

**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 Trustees Meeting**

**Minutes for Sept. 18, 2022**

**Present: Excused: Also Present:**

Alex Hinkley (Pres) Joe Vaccarella John Cohen- Library Director

Linda Tague (VP)

Nick Messoloras (Treas.)

Laura O’Donnell (Secretary)

Kathleen Britton

Amy Holko

Sharon Stevens

1. **Call to Order/Agenda Changes:** Alex called the meeting to order at 6:31 p.m. No additions to the agenda were required.
2. **Action on Minutes from August 2022:** 2 changes were required.
	1. **The Treasurer’s Report:** Alex reported the Treasurer’s report in Nick’s absence.
	2. Stephanie L. Annunziata, Heveron & Company, CPA, should be included under “Also Present”.

MOTION: to accept the Minutes made by Linda and seconded by Amy; the motion was carried unanimously.

1. **Public Comments:** None

**4. Correspondence**: A letter was received from a Fairport patron in support of all MCLS.

**5.**  **Friends Report**: (Linda) A book sale will be held in October. An Apple tasting event given by Robb Farms has received great response.

**6. President’s Report:** (Alex); None

**7. Treasurer’s Report**: Nick

1. Discussions included:
	* Total asset amounts were $1.3 million.
	* Personnel expenditures were less than budgeted due to staff changes and an employee not taking the medical insurance benefit.
	* Bank fees are higher than previously reported.

AI: for John: Why are they higher?

* + Credit card and Warrants review:

MOTION: to approve paying the Warrants was made by Sharon and seconded by Nick; the motion was carried unanimously.

**8. Director's Report**: John

* The library received a 3% increase for wages. Other budget categories will be increased by 2%.
* John is investigating how to use heat mapping to understand how space in the library can be better utilized.
* Jimmie Sue Deppe has resigned from the BOT due to a job transfer.
* **Personnel Report:**
1. Rachel Scott has been hired as the new Genealogy and Local History library assistant.

MOTION: to hire Rachel Scott as the new Genealogy and Local History library assistant was made by Amy and seconded by Laura; the motion was carried unanimously.

1. **Unfinished Business:**
	1. Ongoing policy review –
		1. Study room policy

MOTION: to accept the Study Room policy with no changes was made by Nick and seconded by Linda; the motion carried unanimously.

* 1. Budget 2023- The preliminary 2023 budget was reviewed. Modifications are needed due to recent changes in funding. The budget will be approved in November.
	2. Conflict of Interest Policy

MOTION: to accept the Conflict of Interest Policy with the following changes was made by Sharon and seconded by Amy; the motion carried unanimously. Modifications included the removal of the dash after the Board of Trustees and adding “Of Interest” after conflicts.

The Board of Trustees, the Director and employees of the Ogden Farmers’ Library shall avoid real or perceived conflicts of interest between the

* 1. Designation of Funds Policy –
		1. After review, the heading of “Net Assets Without Donor Restrictions Available for Designation” should be changed to “Net Assets Available for Designation” and the line following should also have “without donor restrictions” removed.

MOTION: to accept the Designation of Funds Policy was approved by Nick and seconded by Laura; the motion carried unanimously.

* + 1. Upon consideration, the Board would like to rescind the previous vote. They will review this policy and vote to approve this next month.

MOTION: to postpone the acceptance of this policy until next month was approved by Linda and seconded by Laura; the motion carried unanimously.

* 1. Fixed Asset Management Policy –

MOTION: to accept the Fixed Assets Management Policy was made by Nick and seconded by Amy; the motion carried unanimously.

1. **New Business**
	1. Change to the News, Media, Photography, and Filming policy

MOTION: to accept the amendment of “Advanced authorization is required by contacting the library director” from the policy was made Linda and seconded by Sharon; the notion carried unanimously.

1. **Educational segment: First Amendment Audit**

**13. Motion to Adjourn:** MOTION to adjourn was made by Amy and seconded by Nick; the motion was carried unanimously. The board adjourned at 7:48 p.m.

The next regular BOT meeting will be held in person on October 20, 2022 at 6:30 in the TOWN meeting room.

Respectfully submitted by Laura O’Donnell

**Friends Liaison Report, October 20, 2022**

The Friends’ Book Sale started on Tuesday, October 18 and runs until Saturday, October 22.

 Thursday, October 20: 10:00 – 7:45

 Friday, October 21: 10:30 – 4:45

 Saturday, October 22: 9:30 – 2:00; Bag Sale: noon – 2:00

On September 21 the Friends sponsored an Apple Tasting event with Margie Robb of Robb Farms that was attended by 30 people. They noted that this was the first time they used the electronic reservation system offered by the library and that was very helpful.

The library installed a bulletin board in the lobby for the use of the Friends so that they can share information on their meetings and other events. They have been using the nextdoor application for advertising and that is helping to increase turnout. They are also using nextdoor to advertise the used book sale. They will have limited use of Square during the sale to support larger purchases.

**The next meeting will be Monday Nov. 14 at 6:30 pm and will be held in the town meeting room** since there was already something going on in the library meeting room that conflicted with that date and time. (This is a change from last month’s report which listed the meeting date as November 7.) They are hoping that they will have Chet Frey, the “Bread Man”, as their speaker.

Linda Tague

Liaison to the Library Board

**Friends Report to the Library Board for November 17, 2022**

The Friends reported that their book sale in October was successful, resulting in a profit of $1,975.33 (unofficial total). Many hands made light work!

They met and made many plans for their next book sale to increase profits even more.

The next quarterly Friends meeting is scheduled for Monday, November 14, 2022, at 6:30. Discussions will include the book sale, their next potential venture/ fund raiser (Blind Date with a book), and plans for a Friends book discussion group.

Submitted by Linda Tague, Friends liaison to the board

|  |  |
| --- | --- |
| Warrant September and October 2022 |  |
| September |  |  | **Type** |  | **Date** |  | **Num** |  | **Name** |  | **Memo** |  | **Amount** |
|  |  |  | Check |  | 09/02/2022 |  |  |  | ovation payroll |  |  |  | -168.39 |
|  |  |  | General Journal |  | 09/02/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -11,152.60 |
|  |  |  | General Journal |  | 09/02/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -3,928.48 |
|  |  |  | General Journal |  | 09/02/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | -250.03 |
|  |  |  | Bill Pmt -Check |  | 09/08/2022 |  | 20673 |  | B&T Adult Books |  | Books |  | -377.58 |
|  |  |  | Bill Pmt -Check |  | 09/08/2022 |  | 20674 |  | Blackstone Publishing |  | Audiobooks |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 09/08/2022 |  | 20675 |  | Ingram |  | Books |  | -905.02 |
|  |  |  | Bill Pmt -Check |  | 09/08/2022 |  | 20676 |  | Midwest Tape |  | CDs and DVDs |  | -335.86 |
|  |  |  | Bill Pmt -Check |  | 09/08/2022 |  | 20677 |  | Quill Corporation |  | Office supplies |  | -175.94 |
|  |  |  | Bill Pmt -Check |  | 09/08/2022 |  | 20678 |  | Sarah Trowbridge |  | Book keeping |  | -50.00 |
|  |  |  | Bill Pmt -Check |  | 09/10/2022 |  | 20617 |  | Melissa Reed |  | Program |  | -150.00 |
|  |  |  | Check |  | 09/16/2022 |  |  |  | ovation payroll |  |  |  | -129.68 |
|  |  |  | General Journal |  | 09/16/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -11,370.22 |
|  |  |  | General Journal |  | 09/16/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -3,939.11 |
|  |  |  | General Journal |  | 09/16/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | -205.12 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20679 |  | Bene-Care, Inc. |  | Medical Insurance |  | -9,044.25 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20680 |  | B&T Adult Books |  | Books |  | -623.49 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20681 |  | Blackstone Publishing |  | Audiobooks |  | -197.99 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20682 |  | Cornell Cooperative Extension Monroe Coun | Program |  | -50.00 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20683 |  | Costume Specialists |  | Program |  | -145.00 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20684 |  | Elan Bank Credit |  | See credit card statement |  | -4,469.06 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20685 |  | Executive Carpet Cleaning |  | Carpet cleaning |  | -1,200.00 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20686 |  | Frontier - Telephone |  | Fax line |  | -87.66 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20687 |  | Ingram |  | Books |  | -1,452.55 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20688 |  | Kiwanis Club Of Spencerport |  | Membership |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20689 |  | Midwest Tape |  | CDs and DVDs |  | -251.13 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20690 |  | Quill Corporation |  | Office supplies |  | -14.10 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20691 |  | Sarah Trowbridge |  | Book keeping |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20692 |  | Toshiba Business Solutions |  | Copier maintenance |  | -34.78 |
|  |  |  | Bill Pmt -Check |  | 09/27/2022 |  | 20693 |  | Tri-Delta Resources |  | New computer |  | -1,213.00 |
|  |  |  | General Journal |  | 09/30/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -11,669.51 |
|  |  |  | General Journal |  | 09/30/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -3,992.39 |
|  |  |  | General Journal |  | 09/30/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | -228.97 |
|  |  |  | Check |  | 09/30/2022 |  |  |  | ovation payroll |  |  |  | -129.68 |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  | **-68,241.59** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| October |  |  | **Type** |  | **Date** |  | **Num** |  | **Name** |  | **Memo** |  | **Amount** |
|  |  |  | General Journal |  | 10/14/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -12,119.80 |
|  |  |  | General Journal |  | 10/14/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -4,121.29 |
|  |  |  | General Journal |  | 10/14/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | -252.38 |
|  |  |  | Check |  | 10/14/2022 |  |  |  | ovation payroll |  |  |  | -174.15 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20694 |  | B&T Adult Books |  | Books |  | -2,808.37 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20695 |  | Blackstone Publishing |  | Audiobooks |  | -89.99 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20696 |  | Demco-Equipment |  | Library supplies |  | -249.10 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20697 |  | Elan Bank Credit |  | See credit card statement |  | -1,894.57 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20698 |  | Frontier - Telephone |  | Fax line |  | -62.65 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20699 |  | Ingram |  | Books |  | -600.18 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20700 |  | Midwest Tape |  | CDs and DVDs |  | -397.31 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20701 |  | Monroe County Library System |  | Museum pass |  | -40.00 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20702 |  | Quill Corporation |  | Office supplies |  | -441.47 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20703 |  | Sarah Trowbridge |  | Book keeping |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20704 |  | Spencerport Chamber of Commerce |  | Membership |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 10/17/2022 |  | 20705 |  | Toshiba Business Solutions |  | Service agreement |  | -34.78 |
|  |  |  | General Journal |  | 10/28/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -12,363.21 |
|  |  |  | General Journal |  | 10/28/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -4,177.51 |
|  |  |  | General Journal |  | 10/28/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | -169.72 |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  | **-40,196.48** |

Credit Card Transactions for statements September and October 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Transaction | Name | Memo | Amount |
| 10/7/2022 | DEBIT | AMZN Mktp US\*1K3DY8JU0 Amzn.com/ | Ink | -125.48 |
| 10/5/2022 | DEBIT | AMAZON.COM\*145GV05G2 A AMZN.COM/ | Technology | -16.68 |
| 10/4/2022 | DEBIT | TOPS MARKET #453 SPENCERPO | Children's programming | -97.71 |
| 9/30/2022 | DEBIT | AMZN Mktp US\*1470C9LA0 Amzn.com/ | Office supplies | -16.44 |
| 9/29/2022 | DEBIT | AMZN Mktp US\*1U18R7KO2 Amzn.com/ | Office supplies | -51.2 |
| 9/29/2022 | DEBIT | Amazon.com\*1U3O66KY2 Amzn.com/b | Children's programming | -23.13 |
| 9/28/2022 | DEBIT | AMERLIBASSOC ECOMMERCE 866-746-7 | ALA membership | -331 |
| 9/28/2022 | DEBIT | SP OONFUL COMFORT WWW.SPOONF | Retirement gift | -99.98 |
| 9/23/2022 | DEBIT | TOPS MARKET #453 SPENCERPO | Children's programming | -19.42 |
| 9/22/2022 | DEBIT | AMZN Mktp US\*1U4RN43U1 Amzn.com/ | Office supplies | -10.56 |
| 9/22/2022 | DEBIT | Amazon.com\*1U7OT0ZC1 Amzn.com/b | Teen programming | -27.79 |
| 9/21/2022 | DEBIT | AMAZON.COM\*1M8F08W80 A AMZN.COM/ | Office supplies | -4.45 |
| 9/21/2022 | DEBIT | AMZN Mktp US\*1M8938IT0 Amzn.com/ | Office supplies | -13.98 |
| 9/16/2022 | DEBIT | BOOKDEPOT 905-680-7 | Books | -115.39 |
| 9/15/2022 | DEBIT | AMZN Mktp US\*1M7C14EU1 Amzn.com/ | Office supplies | -12.49 |
| 9/15/2022 | DEBIT | Amazon.com\*1F3051662 Amzn.com/b | Children's programming | -134.98 |
| 9/15/2022 | DEBIT | AMZN Mktp US\*1F3VC1Y70 Amzn.com/ | Teen programming | -38.96 |
| 9/14/2022 | DEBIT | Amazon.com\*1M46613O1 Amzn.com/b | Teen programming | -10.99 |
| 9/13/2022 | DEBIT | AMAZON.COM\*1F35P4XE2 A AMZN.COM/ | Teen programming | -77.88 |
| 9/13/2022 | DEBIT | Amazon.com\*1F77W4SO0 Amzn.com/b | Teen programming | -173.66 |
| 9/13/2022 | DEBIT | AMZN Mktp US\*1F3VC00D2 Amzn.com/ | Teen programming | -11.17 |
| 9/12/2022 | DEBIT | AMZN Mktp US\*1F2E23US1 Amzn.com/ | Children's programming | -12.99 |
| 9/9/2022 | DEBIT | AMZN Mktp US\*1V0K56942 Amzn.com/ | Adult programming | -31.62 |
| 9/9/2022 | DEBIT | IN \*BOOK PAGE 615-29289 | Subscription | -390 |
| 9/6/2022 | DEBIT | TOPS MARKET #453 SPENCERPO | Programs | -3.88 |
| 9/6/2022 | DEBIT | Amazon.com\*1V4EY6EP2 Amzn.com/b | Programs | -6.38 |
| 9/6/2022 | DEBIT | Amazon.com\*1V54D8DK0 Amzn.com/b | Programs | -12.95 |
| 9/6/2022 | DEBIT | Amazon.com\*1V8R998D0 Amzn.com/b | Programs | -9.99 |
| 9/2/2022 | DEBIT | AMZN Mktp US\*CP14P52K3 Amzn.com/ | Programs | -25.99 |
| 9/2/2022 | DEBIT | USPS PO 3571190618 ROCHESTER | Postage | -27.3 |
| 8/31/2022 | DEBIT | FARONICS TECHNOLOGIES 408-62052 | Deep Freeze renewal | -288.8 |
| 8/31/2022 | DEBIT | OVERDRIVE DIST 216-573-6 | Ebooks | -2768.24 |
| 8/29/2022 | DEBIT | USPS PO 3580700559 SPENCERPO | Postage | -120 |
| 8/29/2022 | DEBIT | AMAZON.COM\*IL8E223Y3 A AMZN.COM/ | Programs | -9.69 |
| 8/29/2022 | DEBIT | AMZN Mktp US\*1J8HT11I0 Amzn.com/ | Programs | -45.39 |
| 8/25/2022 | DEBIT | TOPS MARKET #453 SPENCERPO | Programs | -15.12 |
| 8/18/2022 | DEBIT | CONSUMERREPORTS.ORG 800-333-0 | Periodicals | -19 |
| 8/18/2022 | DEBIT | NEW YORK LIBRARY ASSOC 518-43269 | Conference Registration | -230 |
| 8/17/2022 | DEBIT | BOOKDEPOT 905-680-7 | Programs | -161.32 |
| 8/12/2022 | DEBIT | Moo Print 857-26572 | Business Cards | -27.54 |
| 8/12/2022 | DEBIT | OVERDRIVE DIST 216-573-6 | Ebooks | -60.08 |
| 8/10/2022 | DEBIT | CHICAGO BOOKS & JOURNA CHICAGO | Children's room art | -36.83 |
| 8/8/2022 | DEBIT | TOPS MARKET #453 SPENCERPO | Programs | -23.72 |
| 8/8/2022 | DEBIT | AMZN MKTP US\*GM5LQ4AL3 AMZN.COM/ | Programs | -13.89 |
| 8/8/2022 | DEBIT | OVERDRIVE DIST 216-573-6 | Ebooks | -429.09 |

Ogden Farmers’ Library Annual Organizational Meeting

Purpose of the meeting is to make appointments and designations, fix

Salaries and allowances for the fiscal year 2023.

I. Trustees

A. Board member

* Kathleen Britton
* Alex Hinkley
* Amy Holko
* Nick Messoloras
* Laura O’Donnell
* Linda Tague
* Sharon Stevens
* 2 vacant

B. Officers-

President –

Vice-president –

Secretary-

Treasurer –

 C. Town Liaison: to be determined by town

II. Budget-2023budget amount is $**675,378.50**

III. Financial

A. Banking- Spencerport Key Bank & M&T Banks

B. Auditor- Heveron & Company CPAs

C. Insurance carrier-Travelers Insurance

D. Petty Cash amount-$200

E. Library pays 75% of medical insurance (not dental) premiums for full-time staff. Staff working more than 5 hours can pay for insurance at their expense.

F. Authorized signers for payment vouchers (Board President, Treasurer, and director)

Board signers-

Staff-Director John Cohen, Kate Vreeland

G. Fees

* + - Fines: 35¢ per day. Collection fees are $35.00.
		- Copier: 25¢ per copy, Friends’ rate is 5¢. Color copies are $1.00.
		- Printing: 20¢ per page black and white. $1.00 per page color.
		- 3D Printing: 20¢ per gram of material, rounded up, plus a $1.00 flat fee. Specialty colors, including but not limited to glow in the dark, costs 40¢ per gram.
		- Fax- $1.00 per page up to 10 pages. No charge after 10 pages. No charge for a cover sheet

IV. Procedural

A. Have established Policies and Procedures and review policies and procedures on a 5 year cycle to insure correctness and relevancy

B. Contract with Town of Ogden

C. Emergency Closing Notification - Director, Staff, Board of Trustees, Town Supervisor,

Town Clerk, Maintenance, MCLS, Social Media, Employee Blog, 13WHAM

D. Schedule:

 10-8 Monday

9-8 Tuesday-Thursday

 9-5 Friday-Saturday

 Closed Sundays

 Closed Saturdays from July-Labor Day

 Open at 10 the 3rd Friday of each month.

Important Dates

A. Library Closing Dates

* Saturday, January 2: New Years Day (observed)
* Monday, January 16: Martin Luther King Day
* Monday, February 20: Presidents’ Day
* Friday, April 7: Good Friday
* Friday, April 28: Staff development day
* Monday, May 29: Memorial Day
* Monday, June 19: Juneteenth
* Tuesday, July 4: Independence Day (observed)
* Monday, September 4: Labor Day
* Monday, October 9: Columbus Day
* Friday, November 10: Veterans Day. Staff development day.
* Wednesday, November 22: close early at 5
* Thursday, November 23: Thanksgiving
* Friday, November 24: Day after Thanksgiving
* Saturday, December 23: Christmas Eve
* Monday, December 25: Christmas
* Saturday, December 30: New Year’s Eve

B. Board Meeting Dates-on the third Thursday January, February, March, April, May, June, August, September, October, and November.

* January 19, February 16, March 16, April 20, May 18, June 15, August 17, September 121, October 19, and November 16.
* November 16-Annual Organizational meeting for 2024

C. Staff Meeting Dates

* The third Friday of every month, 9am
* April 28 and November 10 - In service training all day

V. Consultant Agreements

* Sarah Trowbridge, Book-keeping

VI. Other

* Mileage reimbursement will be fixed at the IRS rate for 2023
* Official newspaper: Suburban News

VII. Professional Membership

* Director is to obtain membership in ALA and NYLA
* Professional staff is to obtain membership in NYLA thru MCLS.
* Professional staff is encouraged to attend the annual NYLA conference, if budget monies permit

November 17, 2022

Director’s Notes:

Officers to be filled in at this meeting. Board signers also to be determined. Town liaison to be determined by outside body.

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Statistics October 2022



Ebooks:

* January: 1941
* February: 1887
* March: 2001
* April: 1916
* May: 1933
* June: 1869
* July: 1925
* August: 2056
* September: 1936
* October:1840

Statistical Graphs

Circulation

Door count

Program Attendance

**Director’s Report November 2022**

**Collection:**

* I have been investigating the practicality of adding Hoopla to our electronic collections.
* The library did its annual analysis of location and media codes used to ensure items are in the right place.

**Facilities**:

* Due to a planned outage the library had no phones the afternoon of October 19th.
* The town has asked us to keep track of and pay back the town for use of janitorial supplies such as toilet paper and paper towels. I have been adjusting the budget to comply.
* Anne Strang has agreed to maintain the children’s garden for us.

**Financial**: nothing to report

**Friends:**

* The library began collecting books for the booksale October 3rd. The booksale took place mid-October and raised approximately $1800.

**Management**:

* We held Staff Development Day November 11th. The morning was dedicated to CPR and AED training, the afternoon was a staff meeting and technology training.
* I attended the NYLA conference and went to panels on marketing, legal issues facing libraries, and more.

**Outreach:**

* We gave candy to the town preschool classes on or near Halloween.
* The library had an article in the town newsletter talking about what we do and why one should visit us.
* MCLS has created “passports” which can be handed out to patrons who intend to visit every public library in Monroe County. There will be a prize for anyone who visits them all.

**Personnel:**

* Due to a medical leave and some vacations, we have some short staffing conditions in late October. Everything worked out but it raised the specter of closing for staff illness, if necessary.
* I hired a new daytime page.
* Our new Genealogy and Local History Library Assistant has started.
* The library had to postpone its pictures for a new round of READ posters.
* Ada Kofron, page, is taking half of November off due to other obligations. Nate Wright is taking many of her hours.

**Public**:

* The library accepted the donation of a quilt from the class of 1960. Town maintenance will hang it in the local history section.

**Security:** nothing to report

**System**:

* I have agreed to serve on a planning committee for a new joint venture between OWWLS and MCLS to create emerging leader training.

**Technology**:

* MCLS is working to resolve fiber issues that have lead to downtime.

**Personnel Report November 2022:**

The library has hired Aurora Fromm as the new daytime page. Her first day was November 8, 2022.

**Report to the Ogden Farmers’ Library Board**

**October 12th, 2022**

Greetings, Salutations, and Hello!

I look forward to October every year – pumpkin spice lattes, changing leaves, and pre-K kids shouting *“boo!”* while we read *I Want To Be in a Scary Story* by Sean Taylor! In more serious news:

**Planned Absence:** I will be receiving knee surgery on Friday, October 14th and plan to take a two-week absence to recover. If all goes well, I will return to active duty on October 31st.

**Autumn Weeding:** Any items that have not been used by patrons in at least four years have been removed from the shelves; every item in usable condition has been donated to our book sale.

**Board Book Reorganization:** The toddlers’ board book collection has been re-organized so that going forward, it will be possible to search for items in the catalog and find them on the shelves. Any board books currently checked out will be addressed as they come back in.

**2022 Events:** by the time you read this we will have held a drawing club event on October 6th and a Taste Test Challenge on Saturday October 8th. Next month, Native American storytellers will visit to share their traditions with us on November 12th.

**2023 Events:** it’s never too early to plan ahead! I’m exploring options for spring and summer of next year. Early ideas include:

* An indoor game of “The Floor is Lava”
* “Secret Message Saturday,” where kids learn to send messages in code
* Kids Knit, in cooperation with local nonprofit SewGreen
* Food events: options include Ice Cream in a Bag (in honor of Mo Willems’ *Should I Share My Ice Cream?)* and/or Tacos in a Bag (in honor of the picture book *Dragons Love Tacos)*
* a science event featuring bubble-themed experiments
* Visiting artists and performers under consideration include the Seneca Park Zoo, the Storybook Cook, and/or the Rochester Museum and Science Center

**Improvements to Picture Books:** the annual weeding and shifting have created seven shelves of space to use to make improvements to our picture book section. So far this year only one-third of our picture books have circulated among the public; while I am on post-surgery hiatus I will be considering ways to increase usage of these resources.

**Series Identification:** slowly but surely, I have been working to identify items in our FICTION section that belong to different series; this project continues in the background.

I look forward to our next update!

Sincerely,

Steven Shon

Children’s Librarian

**Report to the Ogden Farmers’ Library Board**

**November 10th, 2022**

Greetings, Salutations, and Hello!

It’s great to be back! My mid-October knee surgery went as planned and I have resumed my full librarian responsibilities as of October 31st. The week since then has been an absolute whirlwind of activity:

**November Book Order:** I was able to time my book order so that the bulk of the 101 ordered items were delivered and ready to barcode upon my return! More orders of AudioBooks and DVDs will be arriving soon.

**Spring Event Calendar:** events are now locked down for Spring 2023! The Thursday night event rotation will continue (Drawing Club, LEGO Club, therapy dog visits,, and Pokemon Club) and Saturday events are planned through May:

* Jan 14th: Kids Cook – Make a Mug Cake!
* Feb 11th: Secret Message Saturday (activities include invisible ink & Morse code!)
* Mar 11th: Kids Knit!
* April 8th: Swordfighting Saturday workshop led by local expert Eva Sarachan-Dubay
* May 13th: Saturday Science: Bubbles!

**Santa’s Magical Express Parade:** Ogden will be joining this wonderful town event for the third year in a row! This occasion gives us the opportunity to spread holiday cheer, Spencerport spirit, and promote our December events (Gingerbread Houses on Dec 10th and Dinosaurs at the Library on Dec 28th in partnership with the Rochester Museum and Science Center).

**Picture Book Sub-Sections:** I am laying plans to create seven new picture book sub-sections to make it easier to find books in popular categories:

|  |  |  |  |
| --- | --- | --- | --- |
| -superheroes | -dinosaurs | -shapes & colors | -things that go |
| -ABC & 123 | -bedtime | -sparkly (unicorns, fairies, princesses, etc.) |

Right now, picture books include one sub-section (Seek & Find books like *Where’s Waldo*) and books in that sub-section circulate five times more than other picture books. Once these new sub-sections are implemented I will track their performance to see if they perform comparably.

**Series & Fiction:** I have finished going through my shelf list of roughly 2,500 items in the Fiction section to determine which books are parts of series. As time permits, on an ongoing basis, I will work to identify gaps and determine which series to complete, weed, or move into the Series section.

I look forward to our next update!

Sincerely,

Steven Shon

Children’s Librarian

**Report to the Ogden Farmers’ Library Board**

**October, 2022**

Hello!

Teen programming for September was spotty, with neither our *Sticky Note Art* program nor the *Animanga club’s* second attempt garnering any attendees. I think the start of school was definitely preoccupying teens. In October things picked up, however, with 4 attendees for our Perler Bead Craft, and a whopping 15 for the *Laser Maze* (Teens built and then ran through a maze with paper steamers to avoid; it was a big hit!).

Our T.A.B. meeting on 9/21 was a big hit as well! We’ve got three new members this year and eight returning members! There was so much positive energy as teens shared their views on everything from what programs we should do to what books they wanted more of.

I volunteered at Teen Book Fest on Sept. 24 at Frontier Field, where a whole gaggle of YA authors presented. At the event, I chatted with Patrick, the teen librarian from Brockport, about partnerships, and from that has spun the *MCLS West Collaboration*. It’s a collection of libraries (Parma, Gates, Brockport, and us) that will cross-promote career and academic oriented teen programming. These are the types of programs that might be beneficial to attendees, but don’t always garner huge audiences. For example, our first program will be the *Practice SAT* held at Ogden on Nov. 19., something very important for students, but not necessarily exciting in a way that would attract more than a handful if we did it on our own. More programs to come for this, especially in the new year.

I’ve been doing a lot of ordering, making sure our funds are spent by the end of the year, which has led me to looking into ways to reduce the overhead of getting books on the shelf. I ‘think’ I’ve found a way to automate some of our order cards through excel (these are cards we create -normally one at a time- to help with cataloguing). It may not work for every situation, but I’m excited to see where this experiment goes. More to come in the future as I keep exploring.

The rest of the month has been busy weeding and managing teen volunteers.

A *lot* of teens need hours by the end of October for NHS, and quite a few parents have been calling looking for last minute opportunities. Thankfully, I’ve been able to put teens to work gathering books to be withdrawn ahead of our big book sale.

That’s all for this month. Talk to you next time!

Brad Bachelor

Teen Librarian

**Report to the Ogden Farmers’ Library Board**

**November, 2022**

Hello!

This last month has zipped by.

While most of October was dominated by the Book Sale (we had 8 teens volunteer to help with it!), there were a few other notable projects that occupied my time:

* I’ve been working on trying to strengthen our teen program attendance.
	1. I created a new, monthly flyer for our teen events and dropped off a bunch with the Cosgrove librarian to promote there.
	2. I mined our Teen Advisory Board for even *more* info. We had another great meeting 10/19, and our teens had a lot to say about programming, most importantly, what days of the week were good for them. I *had* been doing a lot of programs on Wednesday nights (it’s my one late night), but as it turns out, that’s not so great for a lot of our teens! In the New Year, expect to see more teen programs on Fridays and school vacation days!
* It took a bit of time, but this month I was able to automate my Teen Order Cards! “What are Order Cards?” you ask. Well, they are slips of paper we write up for each item we order. They contain everything we need for processing, like call number, price, format, etc. Librarians use them to catalogue. Clerks use them to label. I was able to write a long series of complicated excel functions to *automatically* turn the excel list I download from our vendor into my Order Cards! It should save me a *ton* of time in the future! And, if it continues to work smoothly, maybe it could be used by others too (with some modifications; each collection is different and has its own challenges).

Otherwise, I filled in for two of Steve’s storytimes and his Pokemon program this month while he was away. And, I led our teen volunteers to create a ton of awesome displays in the teen space.

Coming up, we have the SAT Practice Test on Nov. 19, RocDogs is visiting for a Teen DIY Pet Craft program Dec. 7, and we have a Life Sized Pac-Man program Dec. 29!

See you next month!

Brad Bachelor

Teen Librarian

**Report to Board**

8 October2022

On 21 September, I had a program “Eat Healthy, Stay Active” presented by someone from the Cornell Cooperative Extension. We had seven people attend, everyone found it interesting and informative. I also had a craft program, Diamond Painting, scheduled for 1 October. We had no one attend. I have scheduled a program on 16 November with Genesee Valley Physical Therapy who will give a presentation about knee pain.

September’s book was *The Radium Girls* by Kate Moore. Three people attended to discuss the book.

 I have progressed with the weeding of the non-fiction, I have reached the 800s.

Respectfully submitted,

Kate Vreeland

**Report to Board**

10 November 2022

Book group In October had four people in attendance. Our book was *The Book Woman of Troublesome Creek* by Kim Michaels Richardson.

I have scheduled an adult crafting program for 14 December. We will do diamond painted Christmas ornaments.

Weeding continues, I’ve reached into the 900s.

Respectfully submitted,

Kate Vreeland

**Communications and Technology Library Assistant Report**

**to the Ogden Farmers’ Library Board of Trustees**

**October 12th, 2022**

Hello members of the board of trustees!

Below I’ve outlined the projects I have been tackling during the course of the last month.

I have been preparing to cover Friday story time while Steven is on medical leave in October. As I prepare to cover, I’m coming to discover that selecting story time books and learning story time songs is even harder than it looks. My respect for Steven’s work grows once again!

Some of my time has also been spent preparing for the arrival of our new Genealogy and Local History Library Assistant, Rachel. New signage, tidying up, and some computer preparation have been necessary.

Many of my usual projects have continued during the last month, including walking club, social media management, newsletter creation, and book sale preparation.

Finally, during the past month I took advantage of some of my vacation time to take a trip and visit family on Long Island. I enjoyable trip and I have returned to work with a refreshed readiness to tackle the tasks ahead!

**Meta Analytics:**

Facebook reach has been excellent this month as the post-summer dip recedes. Instagram reach, however, has been lacking. I have content arriving to Instagram starting this weekend that should help improve our reach and visibility on Instagram.



**Communications and Technology Library Assistant Report**

**to the Ogden Farmers’ Library Board of Trustees**

**November 10th, 2022**

Hello members of the board of trustees! I’ve been busy for the last month!

During Steve’s medical leave I covered Friday story-times. This was a nerve-racking undertaking for me, but also a welcome challenge! Steve offered me plenty of help to prepare, and ultimately the story-times went quite well! In Steve’s absence I also hosted our monthly RocDog Therapy Dogs event. Steve left me with everything I would need, and the event went off without a hitch!

The library’s popular walking club continues, and with the change in season I have coordinated moving the club indoors. Just as Caitlin and Patrick did in the past, Brad and I prioritize providing an environment that is accommodating for people with all different abilities and needs. Club members frequently emphasize to me how important a social/physical club like ours is to them, as it gives them a place to socialize and motivation to keep active even though moving is painful for many of them.

As usual, many of my projects have continued through the last month: I continue to manage our social media channels (and am currently considering expansion on to more platforms), I am always updating interior library signage to make it more useful and eye catching, and tech tutoring continues every week. Things always happening fast and going well!

Hello board of Ogden Farmers' Library!

My name is Rachel Scott, this is my first month as the Local History & Genealogy Library Assistant and I am so excited at this opportunity. Most of my time has been preoccupied learning the specifics of Ogden Farmers' Library, and the collection I am responsible for.

In this past month I have accomplished:

● I requested an analysis of the Local History & Genealogy collection from MCLS. Unfortunately, much of the collection is entirely mislabeled both physically and in the MCLS system, thus I have devoted a great deal of time to updating the locations of the collection to more accurately reflect their location. This is an ongoing process, I estimate that roughly half the collection has both the wrong call number and the wrong location in the library system, I am working to rectify this situation to create a more cohesive collection that is more accessible to our patrons.

● I have also weeded out some outdated and out of shape materials, while learning more about specific guidelines for maintaining a reference collection on genealogy given that much of our collection is comprised of primary source materials.

● I have watched various webinars by the Irondequoit Public Library about Genealogical research so that I may better serve our patrons.

● I have just begun a course offered by the American Library Association specifically geared towards Local History and & Genealogy librarians and teaching the essentials of how to provide these services.

I hope to begin providing programs for patrons to attend beginning in January and am working on finding the contact information for our genealogy groups.

Rachel Scott

Local History & Genealogy

Library Assistant

Ogden Farmers' Library

**Policy review – Gift and Memorial policy**

Additions in *italics,* deletions in ~~strikethrough~~

Books and other materials will be accepted on the condition that the Director *or their designee* has the authority to make whatever disposition ~~(s)he~~ *they* deem~~s~~ advisable ~~pending Board approval when necessary~~.

~~Gifts of money under $1000, so noted in financial reports, real property, and/ or stocks will be accepted by the Director with the approval of the Board of Trustees. The Board of Trustees reserves the right to sell property or liquidate stock as it is received.~~

*Gifts of money under $3000, so noted in financial reports, will be accepted by the Director.*

*Gifts of money over $3000, of real property, and or of stocks will be accepted by the director with the approval of the Board of Trustees. The Board of Trustees reserves the right to sell property or liquidate stock as it is received.*

Personal property, art objects, portraits, antiques, and other museum objects will be accepted by the Director ~~with the approval of the Board of Trustees~~.

Adopted by the Ogden Farmers’ Library Board of Trustees
May 19, 2011