

Ogden Farmers' Library
Board of Trustees Meeting

Agenda May 21st, 2026 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. Treasurer's Report: Treasurer Messoloras **(ACTION REQUIRED)**
7. Director's Report (with Librarians' reports)
 - a. Personnel Report
8. Unfinished Business
 - a. Policy review – Display Case policy
9. New Business
 - a. September Board Meeting – change date to 10th or 24th?
 - b. Biennial Long Range Plan Review
10. Public comments – rules as above
11. Executive session if needed
12. Motion to Adjourn

Upcoming meetings:

Board of Trustees Meeting will be Thursday, June 18th, 2026 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 Minutes
Agenda April 16th, 2026 in the Library meeting room

Present:	Excused:	Also Present:
Kathleen Britton	Alex Hinkley, President	John Cohen, Director
Laura Gannon	Nick Messolores, Treasurer	
Amy Holko, acted as Secretary	Amanda Metzger, Secretary	
Laura Gannon	Rachel Holley	
Linda Tague, acted as President		

1. Call to Order / Agenda Changes (**ACTION REQUIRED**)
 - a. Linda called the meeting to order at 6:35 p.m.
 - b. Item 9. b. Annual Report was added as an agenda.
2. Action on Minutes (**ACTION REQUIRED**)
 - a. Attendance to be added to minutes
 - b. In Item 8., a. to be removed as well as "Personnel Report (ACTION REQUIRED if changes)"
 - c. MOTION to accept meeting minutes of March 19th, 2026 as amended by Amy, seconded by Kathleen, approved unanimously.
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.
 - a. None
4. Correspondence
 - a. Thank you note for memorial donation received.
5. Friends Report: Vice-President Tague
 - a. Find report in package; nothing additional to add.
6. Treasurer's Report: Treasurer Messoloras (**ACTION REQUIRED**)
 - a. Report given by John.
 - b. Balance Sheet shows Total Assets of \$1.8 million. Favorable revenue variance due to State Aide. Unfavorable expense variance due to portion of 2025 System Costs billed in 2026.
 - c. Still trending on track with prior year and as expected.
 - d. Warrants reviewed. **MOTION** to approve Warrants by Laura, seconded by Terri, approved unanimously.
7. Director's Report (with Librarians' reports)
 - a. Personnel Report (**ACTION REQUIRED if changes**) John reported that both clerks positions have been filled by Julia LeVan and Anne Sabo. **UNANIMOUS CONSENT AFFIRMED.**

- b. Henrietta patron has been banned systemwide due to harassment. Library staff have been advised as to action to take if said patron and actions occur at OFL. Director does not anticipate same situation to arise at OfL.
- 8. Unfinished Business
 - a. Policy review – Board Bylaws **(ACTION REQUESTED) MOTION** to approve amendments to Board Bylaws by Kathleen, seconded by Terri, approved unanimously.
- 9. New Business
 - a. Addition to programming policy-With the following removed: “This includes being on a waiting list for a program”, **UNAMIOUS CONSENT AFFIRMED.**
 - b. Annual Report
 - i. Report completion was significantly delayed due to vendor change and delayed software availability.
 - ii. Change “Vacant” to “Filled” for Amanda Metzger. With aforementioned change, **MOTION** to approve Annual Report by Amy, seconded by Terri, approved unanimously.
- 10. Public comments – rules as above
 - a. None
- 11. Executive session if needed
 - a. None
- 12. Motion to Adjourn **(ACTION REQUIRED)**
 - a. **MOTION** to adjourn by Amy, seconded by Kathleen, approved unanimously. Meeting adjourned at 7:05 p.m.

Upcoming meetings:

Board of Trustees Meeting will be Thursday, May 21st, 2026 at 6:30pm in the library meeting room.

Friends Liaison Report for May 21, 2026

The last meeting of the Friends was on April 20, 2026. The Friends in attendance did not feel that they needed to do any additional fundraising other than the annual book sale and the Blind Date with a Book.

They indicated that they want to participate in the Spencerport Volunteer Firemen's Parade and in Canal Days again this year but they do not yet have any information about those events. Last year there were some books left over from the Blind Date with a Book and they offered these during Canal Days. However, some in the group did not feel this was worthwhile. They are considering handing out bookmarks during Canal Days to raise awareness about the Friends and what they do.

They discussed the need to attract new members but do not have anything concrete planned around this as yet.

John Cohen did ask for a financial meeting with the Friends officers so President Paula Yandow-Reilly will contact him to see what he has in mind.

A reminder on the 2026 Book Sale: donation dates are September 28 to October 14. Sale dates are October 20 – 24; October 20 is for Friends members only. Prices are essentially the same as 2025 except for a lower price on CDs.

There was a Friends Council meeting at the Gates Library on April 18. (The Friends Council is a networking organization for all Friends groups in Monroe County and the surrounding area.) Paula and I attended this meeting. There was a presentation about book sales and organizations that will take the unsold books. In addition, all the Friends groups spoke about the fundraisers and other events they have held.

The next meeting of the Friends is scheduled for Monday, August 17, 2026 at 6:30 p.m.

Linda Tague

Warrant April 2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
General Journal	04/10/2026			1. Checks EFT for paycheck date	13,897.39
General Journal	04/10/2026			2. Payroll taxes EFT for paycheck date	-4,370.43
General Journal	04/10/2026			1. Checks EFT for paycheck date - Paper Checks	-266.78
Check	04/10/2026	eft	Asure Payroll		-144.92
Bill Pmt - Check	04/14/2026	21645	Lee Cooney	Reimbursement of HSA payment	-250.00
Bill Pmt - Check	04/15/2026	21647	Blackstone Publishing	Audiobooks	-300.00
Bill Pmt - Check	04/15/2026	21648	Demco-Equipment	Library supplies	-119.62
Bill Pmt - Check	04/15/2026	21649	Elan Bank Credit	Software	-169.90
Bill Pmt - Check	04/15/2026	21650	Hoopla	Ebooks	-1,349.69
Bill Pmt - Check	04/15/2026	21651	Ingram	Books	-3,281.90
Bill Pmt - Check	04/15/2026	21652	Internal Revenue Service	Payroll tax followup	-342.69
Bill Pmt - Check	04/15/2026	21653	Kanopy, Inc.	Ebooks	-49.00
Bill Pmt - Check	04/15/2026	21654	Lee Cooney	Mileage	-45.17
Bill Pmt - Check	04/15/2026	21655	Midwest Tape	Audiobooks	-161.92
Bill Pmt - Check	04/15/2026	21656	Sarah Trowbridge	Book keeping	-105.00
Bill Pmt - Check	04/15/2026	21657	Sports Illustrated Kids	Magazine	-26.95
Bill Pmt - Check	04/15/2026	21658	Toshiba Business Solutions	Copier	-389.06
General Journal	04/24/2026			1. Checks EFT for paycheck date	14,062.61
General Journal	04/24/2026			2. Payroll taxes EFT for paycheck date	-4,421.81
General Journal	04/24/2026			1. Checks EFT for paycheck date - Paper Checks	-269.41
Check	04/24/2026	eft	Asure Payroll		-59.99
					-
TOTAL					<u>44,084.24</u>

Credit Card Transactions for April 2026

Central Bill

'0571966350836444

Account Name	Tran Date	Reference Number	Merchant Description	Amount
BRIDGET LADUCA-*5120	4/8/2026	Programs	DOLLAR TREE SPENCERPORT NY	5.4
BRIDGET LADUCA-*5120	4/8/2026	Programs	TOPS MARKET #453 SPENCERPORT NY	8.78
BRIDGET LADUCA-*5120	4/19/2026	Programs	DOLLAR TREE SPENCERPORT NY	14.85
JOHN COHEN-*3258	4/9/2026	New cash register	SQ *SQUARE HARDWARE Oakland CA	1189
JOHN COHEN-*3258	4/10/2026	Volunteer recognition	SPO*JOJO'SBAKESHOP BROCKPORT NY	72.4
JOHN COHEN-*3258	4/17/2026	Staff lunch	WEGMANS.COM#68 CHILI P ROCHESTER NY	415.52
JOHN COHEN-*3258	4/17/2026	Staff training	EMPATHY STUDIOS, LLC HENDERSONVILL TN	869
JOHN COHEN-*3258	4/22/2026	Software	CANVA* I04859-56528511 AUSTIN TX	119.99
LEE COONEY-*2418	4/2/2026	Postage	USPS PO 3580700559 SPENCERPORT NY	61
LEE COONEY-*2418	4/6/2026	Programs	BJS WHOLESALE #0075 WEBSTER NY	7.99
LEE COONEY-*2418	4/28/2026	Programs	HARBOR FREIGHT TOOLS34 WEBSTER NY	24.82
OFL AMAZON-*6722	4/4/2026	Ink	AMAZON MKTPL*BC81Y7OU1 SEATTLE WA	179.54
OFL AMAZON-*6722	4/8/2026	Programs	AMAZON MKTPL*BC2YX20G0 SEATTLE WA	9.98
OFL AMAZON-*6722	4/9/2026	Programs	AMAZON MKTPL*BC81T3I61 SEATTLE WA	24.05
OFL AMAZON-*6722	4/9/2026	Equipment	AMAZON MKTPL*BY4OJ73Q2 SEATTLE WA	16.98
OFL AMAZON-*6722	4/17/2026	Office supplies	AMAZON MKTPL*B76FO9B60 SEATTLE WA	5.8
OFL AMAZON-*6722	4/20/2026	Programs	Amazon.com*BS8MF6KQ2 SEATTLE WA	19.97
OFL AMAZON-*6722	4/22/2026	Programs	AMAZON MKTPL*BY8ZQ7PE0 SEATTLE WA	26.4
OFL AMAZON-*6722	4/22/2026	Programs	AMAZON MKTPL*BY1130GG0 SEATTLE WA	225.69
OFL AMAZON-*6722	4/22/2026	Programs	AMAZON MKTPL*BJ8IX4NQ2 SEATTLE WA	6.99
OFL AMAZON-*6722	4/23/2026	Programs	Amazon.com*BJ4PY90T2 SEATTLE WA	28.72
OFL AMAZON-*6722	4/24/2026	Programs	AMAZON MKTPL*BJ78460M2 SEATTLE WA	67.63
OFL AMAZON-*6722	4/26/2026	Programs	AMAZON MKTPL*BJ7S32DQ2 SEATTLE WA	55.56
OFL AMAZON-*6722	4/28/2026	Office supplies	Amazon.com*BS3P36JN0 SEATTLE WA	9.97
OFL AMAZON-*6722	4/30/2026	Programs	AMAZON MKTPL*BJ0VX0NM1 SEATTLE WA	38.16
OFL AMAZON-*6722	4/30/2026	Office supplies	AMAZON MKTPL*BV3VQ0EY2 SEATTLE WA	52.97
OFL AMAZON-*6722	4/30/2026	Programs	AMAZON MKTPL*BS14P7Q20 SEATTLE WA	82.37

PETER OWENS-*1174	4/10/2026	Equipment	DISPLAYS2GO	FALL RIVER	MA	334.96
SOPHIA SACCENTE-*2917	4/1/2026	Programs	WAL-MART #3607	ALBION	NY	3.65
SOPHIA SACCENTE-*2917	4/7/2026	Ebooks	OVERDRIVE DIST	2165736886	OH	458.72
SOPHIA SACCENTE-*2917	4/8/2026	Programs	DUNKIN #352186	MEDINA	NY	14.49
SOPHIA SACCENTE-*2917	4/19/2026	Programs	WAL-MART #3607	ALBION	NY	16.44

Statistics April 2026

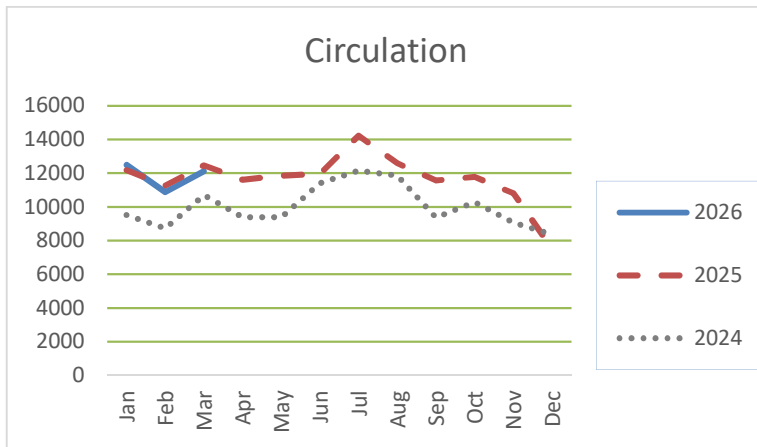
April stats as yet unavailable

Ebooks:

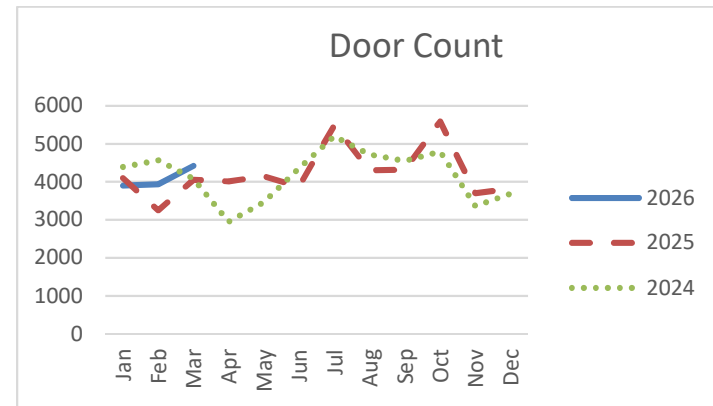
- January: 2576
- February: 2134
- March: 2497
- April:
- May:
- June:
- July:
- August:
- September:
- October:
- November:
- December:

Statistical Graphs

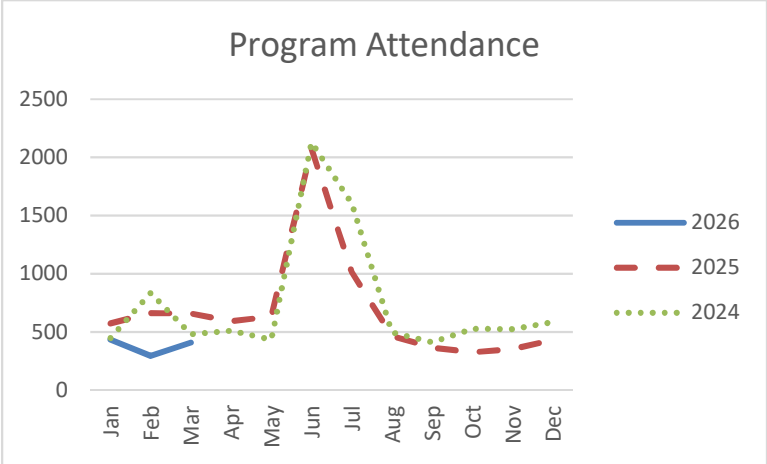
Circulation



Door count



Program Attendance



Director's Report May 2026

Collection: nothing to report

Facilities:

- The Ogden Democratic Committee helped prep our garden for the summer months. The town highway department supplied the mulch.

Financial:

- Our audit will be in mid-June.
- Our system costs will be going up 5% next year.
- We were not awarded one of the rural library grants.

Friends:

- I attended the Friends meeting in April.

Management: nothing to report

Outreach:

- We hope to have enough staff and friends to march in the Fireman's parade. Let me know if you want to march.

Personnel:

- I have renewed my NYLA membership.
- Hattie Kofron asked if she could drop her Saturday shift until the beginning of Summer. I spoke with Kelly, our lead page, and she indicated it wouldn't be a problem, so we let her.
- We held our biennial training day and we were trained on mifi units, lockdown procedures, and worked on the long-range plan.

Public:

- I gave an update on the status of the library at an April board meeting. I also invited the town board to participate in our long range planning.

Security:

- We received new Narcan from the county as ours was expiring.
- A problem patron at Henrietta library has been escalating their level of problematic behavior.

System:

- MCLS has had a number of shipping issues lately due to lack of personnel.

Technology:

- MCLS has sent out the Request for Proposals for a new ILS.
- The library is now loaning Mifi units through at least the end of the year.

Other:

- The State Budget being late does not impact us directly, but does impact MCLS.

Personnel Report May 2026:

No changes

Children's Librarian Report to the Ogden Farmers' Library Board of Trustees
May 2026

Hello, everyone!

We've been very busy preparing for summer reading! I ordered my BINGO packets and Adopt a Dinosaur certificates through SUNY Brockport's print shop, and we've already picked them up for preparation by our volunteers. Sophia and I have all our school visits scheduled and hope to get the district's summer reading list in early June to allow plenty of time for the clerks to update our books with our summer stickers.

Book displays for May include: Children's Book Week (with a bookmark designed by popular author/illustrator Jessie Sima), Free Comic Book Day, Parents/Caregivers, Asian American and Pacific Islander Heritage Month, Memorial Day, and Eid al-Adha. Take and makes continue to be popular, with all 100 regularly being taken by the end of the month. Our clerk, Julie, has put together a colorful snail craft for May.

Our "drive-in" movie was on April 11th where attendees decorated their cardboard "cars" before sitting in them for a movie. Patrons enjoyed the program, and I took notes from several survey responses that I plan to implement with a second event in August! Most regular programs have consistent attendance, although Drawing Club was slow again in April. I am expanding coloring sheet offerings and the program description to try to get parents and older siblings interested in participating along with the main child audience.

Between our fantastic volunteers and Peter's help getting the furniture back out, the garden opened successfully on Monday, May 4th! We also had a lot of engagement this week with our Children's Book Week Scavenger Hunt. It had 46 participants! Many thanks to all our staff for helping by encouraging folks to participate and providing hints when needed.

One of our pages has been helping me shift the nonfiction shelves. I've added an additional shelf on each shelf range to help with space issues. Thanks to the work of our page, each shelf now has space for an on-shelf display to promote interest in these topics!

Sophia and I had a busy Free Comic Book Day on May 9, with lots of programs and passive activities throughout the day. I had a Comic Strip Bookmark craft and a Star Wars Story Time, in addition to the annual LEGO building contest. My next Saturday program is a Dinosaur Egg Hunt, based on the popularity of the Family Egg Hunt in April, and I will be sharing information about our summer reading program throughout the event!

Since our replacement train table did not last very long, and library-durable alternatives have a high price tag, I ordered some popular Magna-Tiles for kids to build with to replace the trains. We are exploring table options to keep them on, but for the moment, I intend to use one of our existing blue hard plastic tables to house them.

Best,

Lee Cooney

Ogden Farmers' Library Board Report – May 2026

Greetings, Members of the Board of Trustees! The month of April started off strong, with a food program planned by the Teen Advisory Board. Titled the Great Library Bake Off, this program was a dessert competition where the teens were given a random assortment of ingredients and then asked to make a dessert out of it. As always, food programs with teens continue to be a hit. I had 11 teenagers come to this program and make lots of very creative desserts, including a bunny made out of Rice Krispies Treats. Donuts and Writing Club focused on mystery writing this month, a theme that was very popular last year. This was true again this year, as 11 people attended, the most popular donuts and writing session I've had so far this year! At the end, they asked that the mystery theme be done again sometime in the fall. The Teen Advisory Board focused on finishing up a bunch of summer reading plans, including voting on our final summer reading programs and talking about what prizes we want in each weekly basket. Next month we will finalize small summer reading details and plan our end of the year party for June. During my Saturday this month, I asked the Monroe County Paranormal Investigations to give their presentation on the Spirits of Union Tavern. They talked about the history of the Union Tavern and the spooky happenings they have witnessed there. This was a joint teen and adult event, and had 25 people attend.

I ran a Pressed Flower Jars event to celebrate Earth Day this year. We decorated mason jars with dried flowers and then filled the jars with wildflower seeds they could plant at home. Despite having a completely full registration, with 12 teens signed up, only 4 ended up showing! I am not entirely sure why the attendance rate for this one was so low, especially considering the large amount of interest shown in it. I can only imagine that the beautiful weather we had that day made the teens want to go outside instead of attending an indoor library program. Despite the no-shows, the teens that did come told me that they had a really good time and would like to do something similar in the future. DIY Moon Lights was the last program of the month. We made paper mache globes, which then became the lamp shade part of a light. I had 6 teenagers come to this program.

This month's take and make flew off the shelf! All 12 of them were gone before the end of the month. April's theme was Mother's Day and included a popsicle stick frame, an idea that the TAB teens came up with. I plan on having a Father's Day take and make for the teens in June. April was also National Poetry Month, so I put a poetry creation station out in the teen section where they could piece together poems using words that were cut out of magazines. By the end of the month, 18 different poems had been made. Some of the poems can currently be seen displayed on our pin board in the teen area.

For next month:

- I will be starting May with a Fairy Houses program. Last year, we made Fairy Mirrors, which the teens seemed to really enjoy.
- Free Comic Book Day is happening again this year, this time with even more events! I will be in charge of running the all ages LEGO Building Contest and the TeenZombie Survival Challenge.

This year I am also collaborating with Lee and they will be running two additional programs aimed at the younger crowd.

- Donuts and Writing is focusing on graphic novels and comic books this month, in theme with Free Comic Book Day.
- I am running a Murder Mystery Lunch where the teens will be assigned a character, given lines to read, and then attempt to figure out who committed the crime, all while enjoying a library provided lunch.
- Waffle Maker Lab is the last program I will be running in May. We will try to cook a variety of different foods, like cinnamon rolls and mashed potatoes, in a waffle iron.
- The take and make for May is a murder mystery game they can play at home and then bring back to the library to win a free book.
- May is Mental Health Awareness month, so there will be mental health pamphlets out in the teen section throughout the month. This was a suggestion brought to me by TAB.

That's all for this month!

Sincerely,

Sophia Saccente

Report to Board

13 May 2026

I have started to weed the fiction collection and have made it through authors A thru C.

I attended the staff development day on 24 April which started out with a staff meeting.

We then had a training session with the Ogden Fire Marshall How to Initiate a Lockdown. We also had a refresher session about the new panic buttons that have been installed throughout the building.

Our next training session was for the MiFi units we'll soon be loaning out. Jennifer Smathers from Central walked us through how to turn it on, operate it and care for it.

After lunch our final session was brainstorming for our 5-year plan using the SOAR exercises.

Respectfully submitted,

Kate Vreeland

Communications and Technology Library Assistant

Report to the Ogden Farmers' Library Board of Trustees

May 12th, 2026

Hello members of the Board! Over the last month I have tackled the following major tasks:

- OFL's annual silent auction fundraiser, presented in collaboration with the Kiwanis Club of Spencerport, is underway. This year's auction runs May 9th – 23rd. As usual, members of the Kiwanis club solicited for and delivered donations from local businesses. I am solely responsible for all subsequent execution of the auction, which includes creating:

- o an itemized list of every donation
- o a unique bid sheet for each item
- o descriptive signage
- o an enticing display in the hallway display case
- o social media promotions
- o an itemized list of winners and their winnings (at the end)
- o infrastructure for accepting payment and delivering winnings (for use by staff)

This year's auction donations posed a visibility challenge because only two physical items were donated. Historically, physical items advertise much better than gift cards and draw more eyes. Due to the physical-item deficit, I personally donated two items and did my best to add eye-catching decorations to the item display.

- With plenty of help from Nick from Central Library and Rich from Tri-Delta, I have enabled scan-to-email on our public copier. This capability allows patrons to scan a document on the copier, then email a PDF of that scan to any email address. This also enables use of the copiers feeder to scan multi-page documents, and allows patrons to send a document even if they can't log into their own email account at the library.

As usual, my daily work also includes:

- Creating digital advertisements for library services and programs.
- 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.
- Booking monthly displayers for the library's front hall display case.

Board Report - May 2026

Bridget LaDuca - Genealogy/ Local History Library Assistant

Local History/ Genealogy

The Local History endcap featured books about the Niagara Region.

I also created a display of books about gardening to advertise our many April & May Programs.

I assisted the Village Historian, Ginny Parker with a search for information on the history of the Village Mayors. Ginny and I are also collaborating on a future Genealogy Club presentation on Patriot's Graves and how to use the FindAGrave website for research.

I continue to relabel and shift the collection.

Adult Programming

Adult Take & Makes: In honor of Earth Day, the kits included food-safe beeswax pellets, a piece of fabric, and the instructions to create Natural Beeswax Food Wraps. Very popular!

April 4: Diamond Painting is always popular and I was able to accommodate 13 artists to create Diamond Painted Coasters. I broke the program into 2 timeslots to better accommodate registrants.

April 13: The Non-Fiction Book Club has some new members. We discussed Dan Egan's *The Death and Life of the Great Lakes* in honor of Earth Day. A lively discussion was had.

April 25: 11 registrants gathered to create Fairy Gardens in Teacups. The registrants received a cup, saucer, live succulent, and various fairy garden miniatures. I utilized a volunteer to help with this program as it included lots of set-up and clean-up, as well as general program assistance.

April 27: The Genealogy Club met to for a roundtable discussion. I also used the ScanSnap scanner to digitize a photo for one of the group members.

Volunteer Program: We celebrated National Volunteer Appreciation Month with a dessert reception. It is also one year since our Adult Volunteer program started. We began with 18 volunteers and that number has grown to 34. Our volunteers help with program prep, program assistance, light housekeeping, and gardening.

Friday Story Times: Our April theme was Spring/Gardening.

Additional Responsibilities

April 15: I attended the Circulation Roundtable Meeting at Hamlin Public Library

Public display by outside groups policy

Ogden Farmers' Library (OFL) maintains public display cases in the entryway of the library. These cases have adjustable shelves and are locked. Other display spaces in the library are for library purposes only.

OFL welcomes displays of works of arts, crafts, literature, historical interest, or other cultural expression from community groups or organizations, students, professional artists and craftspeople, with an emphasis on those from Ogden and the surrounding communities.

Use of the display space depends on availability of space. Library displays always have priority over public displays. The library can accept or reject a display for any reason. Factors that may influence the acceptance of a display may include, but are not limited to:

- Community interests and needs
- Historical significance or representation of emerging trend
- Quality of implementation
- Relation to past/future library exhibits or programs
- Suitability of physical form
- ~~Vitality and~~ originality

Displays should be appropriate for people of all ages.

Displays are typically scheduled for one month at a time. Display space may not be booked more than one year in advance. The same individual or group may not mount a display more than one time in a 12-month period. Library-sponsored and town displays are not subject to this limitation.

The individual or organization mounting the display is responsible for publicizing the display.

It is the responsibility of the individual or organization to set up and remove the display on agreed-upon dates. Library staff and custodians are not available to provide assistance in setting up or taking down displays. Lighting in the display areas cannot be adjusted.

Each display shall also include information indicating who prepared it and whom to contact for further information.

The individual or organization agrees to indemnify and hold harmless the Town of Ogden, the Library, its employees, and the Board of Trustees from liability in case of theft, vandalism, fire or any other loss or damage to the exhibited materials. If exhibitors desire insurance, they must arrange for it at their own expense.

The Library cannot provide storage for the property of organizations or individuals displaying in the Library.

The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal.

Members of the public who may object to any given display should direct their comments to the Library Director.

The Library Director or an employee designated by the library director will be the point of contact for all display case usage requests.

Adopted by the Ogden Farmers' Library Board of Trustees
September 20th, 2018