

Library Report 1/22/2024

Library employees provided positive feedback from the first Staff Development Day held Saturday, January 6th. After discussing ideas and format with C Russo and K Martin, they researched and put together two informative and interactive powerpoint presentations that exceeded my expectations. Topics covered were Material Challenges and Privacy Rules for (Teen) Patron Accounts. All staff members attended. Plans for the next development day will focus on emergency preparedness with possible topics being fire, violence, and substance abuse. K Martin has been researching feasible First Aid/CPR instruction.

This month the staff wishes J Lavoie a happy and well deserved retirement. She and her husband look forward to traveling and extending visits with family and friends. S Carey will be joining the library's team 3 days a week, mainly working in the children's room. She volunteered to organize the mountain of books at our October book sale and was looking for some regular part time work. Employees also send B Perry heartfelt wishes for a speedy recovery as she will be out on medical leave for an extended period of time. Everyone's flexibility in the schedule is noted and much appreciated. It was extremely helpful having J Dabiew home on college break and ready to fill in at a moment's notice.

M McDonald and N Andre completed the State Comptroller's Report then sent it to Michael Spofford at CEFLS for a second look at a few problematic sections. It is on hold until we receive his feedback. The 2023 Annual Report will be open soon. It is usually due in February. M McDonald is currently working on the 2023 Worker's Compensation report and the annual 2024-2025 budget.

Along with our many planned programs beginning in February, the Wead Library will be the Franklin County host library for a traveling exhibit from the National Library of Medicine Feb 26th-March 7th. The *Opening Doors - Contemporary African American Academic Surgeons* is a 6-piece banner exhibit celebrating achievements of past and contemporary African American pioneers in medicine. We are setting up coordinating programs during that time with the Cancer Services Program of Northeastern NY and Hudson Headwaters. The display will work well with our planned Black History Month book displays.

Respectfully,
Mary McDonald, Principal Library Clerk

Librarian Report
January 22, 2024

The Wead Library's New York Times (NYT) subscription began on 12/12/23. I encourage everyone to take advantage of it. Access and the instructions can be found at <https://www.weadlibrary.com/research>.

I believe the Wead Library should consider becoming a member of New York Library Association (NYLA) and the American Library Association (ALA). NYLA is currently transitioning to a fixed membership year that will run from June 1st and expire on May 31st.

As a NYLA member, the library would have access to member rates at NYLA events (such as the conference), professional development, workshops, and continuing education. According to the new membership structures and fees, organizational memberships are now calculated based on the library's annual budget. With the library's annual budget, the membership would include 15 memberships (for staff or trustees) at \$1,000 for the 2024-2025 membership year, and \$1,500 for the 2025-2026 membership year.

The membership benefits to the ALA are numerous; organizations can take advantage of many ALA programs and events to help expand staff skills and services. Benefits include but are not limited to discounts on professional publications, employment resources, human resources, and managerial resources and information. One benefit that really stood out to me was a discount for 360° Coverage Pros which is a data breach & cyber liability insurance. The current annual price for an ALA membership is \$314. Membership to both of these organizations would help fund advocacy efforts at the state and federal level. It would also give our library a voice when it comes to shaping the future of libraries and promoting our core principles.

In February, the library will be returning too much of its normal programming with the addition of new programs and groups.

Tuesday Story Hour will become **Toddler Time** on Tuesdays at 11 a.m. Monthly Story Hour will be biweekly on Friday evenings at 5 p.m. and will be called **Family Story Hour**. There will be an additional **Preschool Story Hour** added on Thursdays at 11 a.m. **Bookworms** will be a completely new program for children between the ages of 5 and 8. This story hour will feature longer picture books, more complex activities, and book discussions. **Stories and STEAM** will continue to be twice a month on Wednesdays at 11 a.m. **LEGO Club** will continue to meet once a month on Wednesday afternoons. **TWEEN Book Club** is scheduled to meet Tuesday (1/23/24). The attendance and feedback from anyone

who participates will help determine the status of the book club moving forward.

Planning for the April Total Solar Eclipse is still underway. Karlee Martin and I are both very excited about what we have put together so far. I also spoke with Karlee about possible ideas for new programs that could fill in our gaps and meet the needs of our patrons that were expressed in the 2022 Community Survey. We will update you as those plans are finalized.

I am still working on a budget report for 2010 – June 2023 that Karlee helped me start. I am using what I learned from the NYLA conference session titled “Small Libraries, Big Data,” to create a report that will show budgeting trends over this period of time. This will help to inform budgeting decisions.







Thank you.
Chelsie Russo

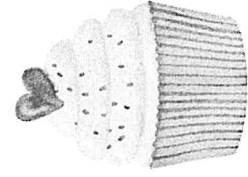
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HOURS

Monday : 10 a.m. - 6 p.m.
 Tuesday : 10 a.m. - 6 p.m.
 Wednesday : 10 a.m. - 7 p.m.
 Thursday : 10 a.m. - 7 p.m.
 Friday : 10 a.m. - 6 p.m.
 Saturday : 10 a.m. - 3 p.m.
 Sunday : CLOSED

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|---|---|--|---|-----|
| 4  | 5  | 6 Story Hour Toddler Time 11 AM | 7 | 8 Story Hour Preschool Aged 11 AM | 9 | 10 |
| 11  | 12 | 13 Story Hour Toddler Time 11 AM | 14 Stories & STEAM Registration Required. 11 AM | 15 Story Hour Preschool Aged 11 AM Bookworms Ages 5 to 8 3:30 p.m. | 16 Book Sale Last Day Family (bimonthly) Story Hour 5 PM All children welcome. | 17 |
| 18  | 19  | 20 Story Hour Toddler Time 11 AM | 21 LEGO Club 3:30-5:30 PM Children 6 + | 22 Story Hour Preschool Aged 11 AM | 23 | 24 |
| 25  | 26 Board of Trustees Meeting 7PM | 27 Story Hour Toddler Time 11 AM | 28 Stories & STEAM Registration Required. 11 AM | 29 Story Hour Preschool Aged 11 AM Bookworms Ages 5 to 8 3:30 p.m. | <p>Check out our Winter Reading Challenge All ages welcome! Earn prizes. Challenge ends 2/29. Claim your prizes by 3/8 while supplies last. Visit weadlibrary.com/beanstack for more information.</p> <p>WIN PRIZES!</p> | |



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Karlee Martin
Part-time Librarian I
January 2024

I have continued where Chelsie left off on entering metadata for Franklin Academy yearbooks, *The Student*. In each yearbook's description field, I have entered a summary of its contents. This process is tedious; it requires methodically scrolling through each digitized yearbook to describe information about its contents. For example, during a three-hour period, I may be able to complete the descriptions for about 10 yearbooks. The description field data will be available on each yearbook's record when they are uploaded to the New York Heritage website. This is a requirement to help future users navigate this collection.

Chelsie and I have continued the major collection management project. Our remaining reference collection has either been moved into the computer area or into the existing nonfiction collection. Our adult biography collection has also been weeded and moved onto the old reference shelves in the Reading Room. This uses the space more efficiently, and there is more space for the biography book covers to be displayed. I have also helped weed or reassign items from our now non-existent paperback specific collection. The next step is to weed and reorganize a few of the adult fiction collections; this will provide more shelf space for existing and future books, as well as more display space. Our large print collection can then also expand, increasing the accessibility of library materials.