

Wead Library

64 Elm Street
Malone, NY 12953

Agenda May 16, 2022

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the May 16th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the 3rd floor of the library.

Approval of the minutes of the previous meeting – April 18, 2022

Treasurer's Reports – April 2022

Action on bills – May 2022

Communications –

Library Report - May 2022

Librarian's Report - May 2022

Old Business – Reopening Status

- Civil Service Update
- Digitization Update
- Patron Survey Results

New Business – Policies - Visitor Behavior, Recording in the Library

Executive Session - to discuss personnel relating to matters of appointment, promotion and job descriptions

Date for Next Board Meeting – June 20, 2022 @ 7pm

Adjournment

Wead Library – Board Meeting

Minutes April 18, 2022

Attending: Chris Eggsware (Acting President), Jeanne Leclerc, Lucille Poirier, Mary McDonald;
absent: Melissa Benardot and Anne Smallman

Call to Order: 7:05 pm

Public Budget Information Session: no one from the public attended so the Board moved into its regular meeting

Approval of Minutes: moved by Jeanne, seconded by Lucille. Passed

Treasurer's Report for March 2022: moved by Lucille, seconded by Jeanne. Passed

Action on Bills for April 2022: moved by Lucille, seconded by Jeanne. Discussion:

1. Jeanne asked about the purchase of a desk from Home Zone. This was for Nicole who has been using a child's desk (!!!) and really needed an adult desk.
2. **Emergency Fund/Pantry:** Mary reported that the pantry has been getting a lot of use and that funds were limited. She stated that any unused portion of the funds can be transferred from year to year through a purchase order to Malone Central School District (MCSD). She also mentioned that the damage from the wind to the pantry has not been repaired but will be in the near future.

Communication:

1. **Malone Telegram Articles:**
 - a. Budget – before Mary went on vacation, she emailed all the info to the Telegram and they pretty much wrote the article using it without an interview with staff. It was inclusive and well done. This article also mentioned the survey that is being conducted.
 - b. Prepare with Pedro – a Telegram writer attended this event and wrote an article that appeared on the front page with a photo. It also mentioned the Teen/Adult program scheduled for May.
2. **Letter to the Editor** from Cathie Werley – was timely and welcome; very positive
3. **S. Cramer note** – when one of the staff was checking in a book, they found a note from the Cramer family who had moved out of town. It was very appreciative of the library and its staff.

Library Report for April 2022: Mary reported

1. **Staffing** – with Julie’s resignation, the staffing at the library is very stretched. Julie covered Saturday hours (along with rotating teams of other staff) so it leaves a hole in that coverage. Mary is putting out feelers for other part time workers. She also stated that there is money in the new budget for another part-time position. She also said that she has asked MCSD if they plan to use the library as a summer lunch program site but has not heard back from them. This will definitely impact staffing since it would require one additional staff member to be present.
2. **Hours of operation** – Mary mentioned that the library is slowly returning to pre-pandemic hours with one night (Thursday) per week open until 8:00 pm. The library is now on the regular summer hours and plans to keep these in place since summer is right around the corner. The board discussed how to best configure hours/days so that staffing was adequate and appropriate for community needs. The library is presently meeting the NYS standards for library operation.
3. **Stone wall** – as Mary reported in her Library Report, the corner of the stone wall has started to crumble. She called Bruce Crompt who came and secured it so no pieces are falling to the sidewalk. She mentioned that there are places in the wall that need repair. Mr. Crompt will get back to Mary with a quote for repair. The board discussed the possible need to put the bigger project out for bids. Mary has a few names of companies that might be able to offer bids.

Librarian’s Report for April 2022: The board asked about the training that Chelsie is going to be involved in. Mary said that she would ask her to follow up with more information. See Addendum on last page for update from Chelsie.

Old Business:

1. **Reopening Status** – it seems to be going well. Mary stated that a few people associated with the library (volunteers, family members of staff, etc.) have contracted COVID but with mild symptoms. Patrons wearing library supplied masks seems to be increasing . . . she has ordered more masks. Also, more programs are being added and one night a week the library is open until 8 pm.
2. **Civil Service Update** – in essence there is no update. The board discussed the need to move forward on this so that it can be resolved before the summer. Lucille will check with Melissa to see if there is some way to expedite this. Perhaps a letter from the Board to Kim Godreau would be in order.
3. **Gazebo** – Mary reported that she had been in touch with the code office and went to the village meeting to get a variance since the set back is less than required by the code.

It was approved but she has not received anything in writing. Jeanne thought that the only place this approval would be recorded would be in the minutes of that meeting.

New Business:

1. **Annual Report** – Mary reported that many staff were involved in the preparation of this report. Specifically, Chelsie took care of the Program statistics, Betsy Brabon is keeping track of 'everything else' (copies, computer use, etc.), Nicole was involved in writing it. It was submitted to CEFLS for them to look over and then submitted to NYS. Motion to approve 2021 Annual Report moved by Lucille, seconded by Jeanne. Passed
2. **Trust Fund Information** – The board discussed the various funds, most of which have doubled since they were established. The only expenditure from any of these was for computers. All that is required (per MCSD) to use the funds is to have a motion/approval by the board.

Next meeting: May 16 at 7:00 pm

Adjourned: 8:03pm

Submitted by Lucille Poirier

Addendum

On April 18, Chelsea sent an email to Board members clarifying what the training will be about:

Hi everyone,

Mary let me know that some of you were curious about the Information Literacy Instruction course I enrolled in. The course is intended to prepare library professionals to teach patrons how to combat misinformation and navigate the information landscape to find reliable resources and tools. Some of the topics covered include:

- Research
- Information equity
- Evaluating information
- Social media and free speech
- Instruction basics
- Empathy and crisis management

I plan to start the course this week. If you have any questions feel free to reach out!

WEAD LIBRARY - FOR PERIOD ENDING APRIL 30, 2022

03/31/22 Checking Account Balance-NBT Bank

\$4,547.73

Plus Receipts:

Photocopies	\$97.62
Fines	\$6.98
Interest - .02%	\$0.37
Refund	\$0.00
Miscellaneous Revenues - Refund Prior Year	\$0.00
Book Reimbursement	\$70.00
Book Sales	\$93.00
LOCAL LIBRARY SERVICES AID	\$0.00
Donations	\$0.00
Taxes	\$63,838.53
Transfer From Other Accounts	\$0.00

\$64,106.50

Less: Warrant & Transfers

\$68,654.23

4/30/22 Checking Account Balance

\$61,538.25

3/31/22 Investment: NBT Bank

\$7,115.98

Plus Receipts:

Interest - .1000%	\$132.24
Taxes	\$0.00
DONATION	\$0.00

\$132.24

Less: Transfers

\$1,608,980.34

4/30/22 NBT & Community Bank

\$1,608,980.34

Trust Fund: NBT MONEY MARKET - 0.1000%

Balance	Additions	Withdrawal	Interest	Balance
3/31/22				4/30/22
\$17,723.34			\$1.46	\$17,724.80
\$4,192.82			\$0.34	\$4,193.16
\$50,254.53			\$4.13	\$50,258.66
\$15,403.01			\$1.27	\$15,404.28
\$14,638.24			\$1.20	\$14,639.44
\$53,203.37		\$0.00	\$4.37	\$53,207.74
\$155,415.31	\$0.00	\$0.00	\$12.77	\$155,428.08

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT
30-Apr-22

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
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BALANCES 12/31/19

\$14,214.33	\$1,718,440.80	\$155,376.68	\$75.00	\$0.00	\$1,888,106.81
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-22572.34 \$1,865,534.47

CASH RECEIPTS:

GENERAL RECEIPTS	\$4,570.56	\$0.00	\$0.00	\$4,570.56
REAL PROPERTY TAXES	\$63,838.53	\$0.00	\$0.00	\$63,838.53
INTEREST EARNED	\$1.32	\$539.54	\$51.40	\$592.26
DUE TO RETIREMENT/ ACCR LIAB / PREPAID EXP	\$1,544.94	\$0.00	\$0.00	\$1,544.94
DUE FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
TRANS FROM MM/CKING	\$87,427.66	\$0.00	\$0.00	\$87,427.66
TOTAL RECEIPTS	\$157,383.01	\$539.54	\$51.40	\$157,973.95

CASH DISBURSEMENTS:

GENERAL DISBURSEMENTS	\$164,481.36			\$164,481.36
PAYROLL	\$0.00	\$110,000.00		\$110,000.00
TRANS TO MM/CHK/BK FUND	\$164,481.36	\$110,000.00	\$0.00	\$274,481.36
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00

BALANCE ON 30-Apr-22	\$7,115.98	\$1,608,980.34	\$155,428.08	\$75.00	\$0.00	\$1,771,599.40
BOOKS ON 30-Apr-22	\$7,115.98	\$1,608,980.34	\$155,428.08	\$75.00	\$0.00	\$1,771,599.40
DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

-1,544.94 \$1,770,054.46

\$1,764,408.42

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2022
Cycle 10
Post Dates From 07/01/2021 To 04/30/2022

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	7,115.98	
202.00	Cash - MM - Wead - NBT	1,608,980.34	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,724.80	
230.02	Exp Trust - Ransom	4,193.16	
230.03	Exp Trust - Rust	50,258.66	
230.04	Exp Trust - Furness	10,404.28	
230.05	Exp Trust - Taylor	14,639.44	
230.06	Exp Trust - Ethel Cashman	53,207.74	
230.07	NON Exp - Furness	5,000.00	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	580,814.00	
521.00	Encumbrances	40,755.03	
522.00	Expenditures	391,519.89	
599.00	Appropriated Fund Balance	164,234.67	
Liabilities, Reserves and Fund Balance			
637.00	Due to Employees' Ret. System		1,544.94
821.00	Reserve for Encumbrances		40,755.03
899.00	NonExp Trusts		5,000.00
914.00	Assigned Appropriated Fund Bal		158,495.00
915.00	Assigned Unappropr Fund Bal		5,739.67
917.00	Unassigned Fund Balance		1,410,266.16
Budgetary and Revenue Accounts			
960.00	Appropriations		745,048.67
980.00	Revenues		582,073.52
Grand Totals		2,948,922.99	2,948,922.99

Malone Central School District

Revenue Status Report As Of: 04/30/2022

Fiscal Year: 2022

Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	566,000.00	0.00	566,000.00	565,645.91	354.09	
2080.001		Photocopies	270.00	0.00	270.00	800.70		530.70
2080.002		Fines	300.00	0.00	300.00	230.39	69.61	
2082.000		Library Charges	0.00	0.00	0.00	0.00		
2401.000		Interest and Earnings	5,818.00	0.00	5,818.00	1,463.48	4,354.52	
2650.000		Book Sales	420.00	0.00	420.00	838.00		418.00
2690.000		Compensation - BK Reimb	149.00	0.00	149.00	335.00		186.00
2701.000		Refunds Prior Yrs Expenditure	0.00	0.00	0.00	0.00		
2705.000		Gifts and Donations	3,243.00	0.00	3,243.00	4,940.00		1,697.00
2705.001		Pantry Funds	0.00	209.00	209.00	209.00		
2770.000		Unclassified Revenues Specify	0.00	0.00	0.00	0.00		
2770.001		Misc Incentive Aid	0.00	0.00	0.00	0.00		
2770.002		Misc Mini Grants	300.00	0.00	300.00	1,910.00		1,610.00
2770.003		ERATE Reimbursement	0.00	0.00	0.00	0.00		
2770.006		Bullet Aid	0.00	0.00	0.00	0.00		
3840.000		Local Library Serv Aid	4,105.00	0.00	4,105.00	5,701.04		
5999.000		Appropriated Fund Balance	158,495.00	0.00	158,495.00	0.00	158,495.00	1,596.04
5999.998		Est. for FM Carryover Enc	0.00	0.00	0.00	0.00		
5999.999		Est. for Carryover Encumbrance	0.00	5,739.67	5,739.67	0.00	5,739.67	
Total Wead Library Fund			739,100.00	5,948.67	745,048.67	582,073.52	169,012.89	6,037.74

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

Malone Central School District

Budget Status Report As Of: 04/30/2022

Fiscal Year: 2022

Fund: L Wead Library Fund

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
4600-160	Professional Salaries	65,000.00	0.00	65,000.00	36,303.17	6,923.07	21,773.76
4600-161	Clerical Expenses	148,000.00	0.00	148,000.00	119,716.13	20,159.28	8,124.59
4600-162	Part Time Help	66,000.00	0.00	66,000.00	30,741.65	0.00	35,258.35
4600-201	Equipment	14,000.00	834.41	14,834.41	5,143.97	0.00	9,690.44
4600-321	Books & Library Materials	23,000.00	2,711.67	25,711.67	9,401.34	347.12	15,963.21
4600-322	Children's Materials	9,000.00	1,495.48	10,495.48	4,265.65	1,428.59	4,801.24
4600-323	Videos	2,000.00	0.00	2,000.00	389.86	0.00	1,610.14
4600-325	Magazines	2,000.00	0.00	2,000.00	1,569.70	0.00	430.30
4600-326	Electron Format Materials	13,000.00	0.00	13,000.00	11,626.57	0.00	1,373.43
4600-327	Audio Books	2,500.00	97.94	2,597.94	1,274.20	0.00	1,323.74
4600-341	Office & Library Supplies	3,600.00	335.29	3,935.29	1,981.28	0.00	1,954.01
4600-342	Postage	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
4600-400	Janitorial Svc & Supplies	25,000.00	264.88	25,264.88	14,491.14	0.00	10,773.74
4600-401	Contractual	13,000.00	0.00	13,000.00	5,653.30	0.00	7,346.70
4600-410	Insurance	9,000.00	0.00	9,000.00	5,833.56	0.00	3,166.44
4600-420	Electric & Oil	27,000.00	0.00	27,000.00	19,496.29	0.00	7,503.71
4600-421	Telephone	5,000.00	0.00	5,000.00	2,674.24	0.00	2,325.76
4600-480	Other Expenses	8,000.00	0.00	8,000.00	4,167.98	84.90	3,747.12
4600-481	Pantry Fund	0.00	209.00	209.00	22.84	0.00	186.16
4600-500	Capital Improvement	100,000.00	0.00	100,000.00	3,689.62	6,936.40	89,373.98
4600-610	Retirement	50,000.00	0.00	50,000.00	23,898.93	2,803.88	23,297.19
4600-615	Social Security	22,900.00	0.00	22,900.00	14,206.56	2,071.79	6,621.65
4600-616	Health Insurance	100,000.00	0.00	100,000.00	60,229.28	0.00	39,770.72
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	3,130.00	0.00	870.00
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	1,979.00	0.00	521.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	973.60	0.00	626.40
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	8,660.03	0.00	11,339.97
Total Wead Library Fund		739,100.00	5,948.67	745,048.67	391,519.89	40,755.03	312,773.75

Wead Library, Malone, NY
Bills Submitted for Approval
May 16, 2022

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Wells FargoVen Fin Serv - circ printer (Pd)		\$ 42.00	
		Nat'l Business Tech - paperdrawer contract (Pd)		\$ 415.00	
		MMcDonala - reimb laptop battery (Pd)		\$ 22.67	\$ 479.67
321	BOOKS & LIBRARY	Baker & Taylor (Pd)		\$ 32.76	
	MATERIALS	Echo Leahy Center (Pd)		\$ 170.00	\$ 202.76
322	CHILDREN'S	Ingram Library Services (Pd)	\$ 31.68		
	MATERIALS	Ingram Library Services (Pd)	\$ 26.49	\$ 58.17	\$ 58.17
323	VIDEOS	MMcDonald - reimb for 4 dvds (Pd)	\$ 97.72		
		MMcDonald - reimb for 5 dvds (Pd)	\$ 160.61	\$ 258.33	\$ 258.33
327	AUDIOS	Bestsellers Audio - 5 cd books		\$ 243.50	\$ 243.50
341	OFFICE & LIBRARY	Petty Cash - misc office supplies (Pd)		\$ 6.27	
	SUPPLIES	Demco - misc processing materials (Pd)		\$ 165.55	
		Quill - envelopes (Pd)		\$ 156.96	\$ 328.78
400	JANITORIAL	Citizen Advocates - janitorial 3/22 (Pd)	\$ 1,482.39		
	EXPENSES	Citizen Advocates - janitorial 4/22 (Pd)	\$ 1,482.39	\$ 2,964.78	
		Valley Paper Co - towels & tissue (Pd)		\$ 95.00	\$ 3,059.78
401	CONTRACTUAL	SymQuest - May 2022 (Pd)		\$ 465.00	
		SymQuest - install ubiquity controller (Pd)		\$ 600.00	\$ 1,065.00
420	ELECTRIC, OIL &	National Grid - outdoor light (Pd) 106 kWh	\$ 36.75		
	WATER EXPENSES	National Grid - electric (Pd) 2644 kWh	\$ 597.05	\$ 633.80	
		Adr Energy - fuel oil (Pd)		\$ 1,067.50	\$ 1,701.30
480	OTHER EXPENSES	CRusso - reimb for summer reading crafts (Pd)		\$ 54.55	
		Noah's Art Workshop - 25 seahorse kits (Pd)		\$ 344.75	
		Petty Cash - Dollar General - SRP (Pd)	\$ 9.77		
		Petty Cash - Price Chop - vote flowers (Pd)	\$ 20.97		
		Petty Cash - Price Chop - forks/napkins (Pd)	\$ 4.99		
		Petty Cash - Walmart - SRP (Pd)	\$ 20.36	\$ 56.09	\$ 455.39
481	PANTRY FUND	MMcdonald - reimb for pantry supplies (Pd)		\$ 32.20	
		CRusso - reimb for pantry supplies (Pd)		\$ 67.50	\$ 99.70
619	VISION CARE	CSEA - employee vision care 5/22 (Pd)		\$ 97.36	\$ 97.36
					\$ 8,049.74

Library Report 5/16/2022

At the Annual Meeting, April 26th, the Wead Library budget for 2022-2023 passed 93-5. Anne Smallman was elected to a second term on the Board of Trustees with 96 votes (2 were blank or spoiled). Elizabeth Marshall acted as Chief Inspector with Carl Marshall and Patricia Gaglianese assisting. Barb Winthrop-Benware served as clerk. The library is very appreciative of their time and energy put into this important task. We have also taken note that this was the same number of voters (98) that participated last year. 74 votes were from absentee ballots compared to 76 last year.

Chelsie and Karlee have well laid plans for the Summer Reading Program *Oceans of Possibilities* that will run for 4 weeks July 5th-July 30th. Participants can get ready for weekly drop-in crafts, story hours, story walks as well as 4 programs including Laura Ingalls Wilder in Song, Pipsqueak the Clown, Teddy Bear (Seahorse) Workshop and Rustic Riders (Adirondack environmental interactive program.) There will also be ongoing inhouse events for children, teens and adults such as the bookmark reading tickets for prize drawings, a stick together passive program, an octopus check out incentive and a sign up banner. All the details will be included in children's launch bags handed out at the front desk starting in July. Programs will also be promoted online. Chelsie and Karlee will be representing the library and handing out information at the Pride Fest - June 4th and the Summer Fest - June 18th

We have received 15 computers with accessories from Jeff Boulais at Salmon River Central School. We are awaiting a schedule of work to begin the upgrades from Symquest. Chelsie has been working endlessly leaving no stone unturned to try to get a discounted educational/nonprofit rate on the Microsoft software. She has also been researching the email migration process to see if we can save money executing it inhouse.

The crushed stone gazebo foundation has been laid. We are awaiting the delivery of the structure. Rick Keating has been contacted to install the electricity. In the next few weeks, Cleansweep will spruce up the library's landscaping and replace the dead bushes. We are still waiting for an estimate to repair the wall.

Maggie Marceau has given her notice to vacate her part-time library page position at the end of June. We wish her well as she makes more college plans and gets ready to embark on a new life chapter. Mary will be looking at the schedule and budget for the feasibility of hiring part time vs full time employee(s).

Librarian Report
May 16, 2022

On April 26, I joined a webinar with ESLN (Empire State Library Network) entitled "Libraries & First Amendment Audits." The webinar was run by attorney Stephanie Cole Adams. Stephanie often works with NNYLN and many of the other library networks in the state for the 'Ask a Lawyer' series. We discussed "First Amendment Audits," these audits are members of the public who will begin filming or photographing a public space. According to NY case law, Libraries are considered a "limited public forum." This allows library trustees to set policies limiting the ability to record or photograph to protect patron privacy. The session covered: how libraries in New York can prepare their policies and staff for these types of interactions, tips for training staff for in-the-moment response, and a discussion on public relations techniques to foster respect for all people involved, willfully or circumstantially, in these types of encounters. Using Stephanie's template I customized a Policy and Protocol on Recording in the Library to meet our needs. I also created a Visitor Behavior Policy.

On May 5, I attended the NNYLN's 57th Annual Meeting. Pete Benson, from Saranac Lake Free Library and Melinda Miller from Colton-Pierrepont Central School won the Excellence in Library Service Award! Michael Norton and Elizabeth DeYoung presented, "Nurturing the Wellbeing of Small Town America—One Library, and One Town at a Time." They highlighted the following implications for museum & library leaders: Institutional missions aligned with the community needs to ensure relevance and impact, the importance of networking, the critical role libraries and museums to play to advance racial equity and social inclusion in their communities, systematic and standardized data collection matters, evaluation and assessment matter, and most public libraries and museums are not economic engines in their communities. Additionally they focused on the role of libraries and museums as trusted institutions in their communities.

Karlee and I met (virtually) with David Lupin and Kim from Newsbank. The meeting was prompted because Newsbank's America's Genealogy is changing over to Heritage Hub. They spoke with Karlee and I about all the different ways to use our subscription with patrons. Newsbank provides us with access to thousands of newspapers, lesson plans, and Summer Reading activities and games. Heritage Hub has obituaries from 1704- today. Patrons can access these by entering their barcode number. Kim's focus is on marketing and she will be sharing with us resources to market Newsbank and Heritage Hub to our patrons.

Story Hour is going great so far! Our first meeting had 5 children attendees and their grownups, and the second meeting had 9 children attendees and their grownups. Later in the month, the Pre-K class from Flanders Elementary will be visiting the Library for their own Story Hour. If the weather cooperates I will see them three times.

Currently Lego Club has about 3-5 participants at a time. The families that attend seem to be coincidentally alternating about every other week and we have not had too many large groups.

Wead Library Visitor Behavior Policy

For the Library to be safely enjoyed by all visitors, the following rules and regulations must be observed. Violations of this policy will be dealt with using the Wead Library Rules of Conduct Policy.

1. All visitors must wear clothing and proper footwear while in the Library. Children under 2 years of age who do not walk are not required to wear shoes. Library programming may allow for participants to take shoes off. Staff will inform patrons of this change.
2. All visitors will be required to follow all library policies including temporary policies.
3. Many people use the Library as a place for quiet study. All visitors should respect the rights of others and not engage in loud conversations or noisy activities.
4. Please turn cell phone ringers off while in the building and place any outgoing calls from the foyer or outside the building.
5. Parents and guardians are responsible for the behavior and supervision of their children and adults in their care. A child under age 12 should never be left alone in the library. Children age 9 and younger must be supervised by a parent or caregiver. (Please see "Children in the Library Policy")
6. No one may interfere with another person's right to use the Library or with the Library staff's performance of their duties.
7. Threatening the safety or rights of another person, including but not limited to, violent or disorderly behavior, threats of violence, use of abusive language, and display of any weapon is prohibited. Violation of this rule may require staff to contact the Malone Police Department.
8. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library patrons or staff.
9. Public bathrooms are meant for one person at a time unless a parent is accompanying their young child or a caregiver is required.
10. Visitors are responsible for their personal property. Please do not leave items unattended.
11. Bicycles, roller blades, skateboards, scooters, or similar equipment may not be used on Wead Library property. Bicycles should be left in the rack outside the Library building.
12. Obstructing aisles, stairways, or reading areas with personal belongings including when charging personal devices. This includes actions that block access or exits to Library premises or create safety hazards.
13. Use of alcohol, tobacco, vapes and e-cigarettes is not permitted anywhere in the Library building or on Wead Library property.
14. Solicitation and distribution of non-Library materials is not permitted without the permission of the Library Director or designee. (Please see "Display and Distribution of Public Materials Policy")

15. Engaging in any activity in violation of Federal, State, local or other applicable law or library policy is prohibited.
 16. The Library staff reserves the right to contact the Malone Police Department for assistance related to the dismissal of a visitor or the discovery of an unattended child.
-

Consequences of Policy Violation

Enforcement of these rules will follow the Wead Library's Rules of Conduct Policy and Children in the Library Policy.

Visitor Complaint

All visitors who wish to express a complaint may do so following the Wead Library Patron Complain Policy.

Please respect library rules and policies. Help us ensure full use and enjoyment of our resources, equipment and facilities for current and future patrons. The Wead Library reserves the right to alter or update these rules at any time.

Policy and Protocol on Recording in the Library	Related policies: Rules of Conduct Policy, Visitor Behavior Policy, Children in the Library Policy.
Adopted by: Wead Library	Adopted on:

Purpose

This "Policy & Protocol" will be used by the Wead Library to address non-employees photographing, recording and/or broadcasting/streaming images on library property.

Policy

As a public library, the Wead Library is obligated to ensure information access, patron privacy, and library service.

To help fulfill those obligations, it is the policy of the Wead Library to honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity is referred to in this document as "Recording").

The Library will allow all Recording consistent with its mission statement. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their express permission.

NOTE: Per the Open Meetings Law, Recording is allowed at all meetings of the Library's Board of Trustees, except for executive sessions. Reasonable restrictions for safety and smooth operations apply.

Protocol

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director or designee to arrange, at least two business days in advance, how such Recording can be done without risking a breach of the library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for library employees. This may be done by calling (518) 483-5251 or emailing weadrequests@gmail.com. When contacting the Library with this need, please be ready to discuss what content is needed, and how to adapt that need to the library's ethical and operational priorities, if necessary.

For individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or their designee working at the time, **as soon as possible**. This may be done by calling (518) 483-5251 or emailing weadrequests@gmail.com. Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and to adapt your needs to the library's ethical and operational priorities, including not being able to grant a same-day request.

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of our Wead Library Rules of Conduct Policy, will result in a requirement to cease Recording or to adjust where/how Recording is conducted.

As with any other ongoing potential violation of Library policy, any individual or media outlet that, after being asked to stop engaging in Recording, does not cease recording, will be instructed to leave Library property, pending further action under any applicable policy.

Recording with Permission in the Library (Non-commercial)

Requests to Record in the Library for non-commercial purposes, including but not limited to journalism from credentialed journalists will be confirmed with this permission **whenever time allows**:

Thank you for working with the Library to explore recording/streaming/broadcasting in our space ("Recording"). As you know, any Recording in the Library must be conducted safely, without risking a breach of the library's ethics, with attention to its obligation to safeguard patron privacy, and in a way that respects our employees and doesn't disrupt routine operations. To ensure these safeguards, we met on [DATE], and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance). Thank you so much for your cooperation.

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries, modeling sessions, etc.), especially if a film crew and/or multiple people will be present, will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

Harassing behavior

The Library recognizes and honors that as a public entity, the public has a right to access information about the Library. To that end, the Library's policies and board materials are on our website, and the public may attend our meetings as required by law.

Further, the Library recognizes and honors that not all journalists are credentialed by formal media outlets, and the public has the right to know about the operations of the Library.

However, as it is a limited public forum whose primary purpose is library service, the Library's board of trustees also has the right to set the hours and conditions needed to operate the library, and this includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of a library policy.

Policy Summary

When taking pictures, recording, filming, or streaming from our small library, please take care to not feature other library users, who are entitled to privacy when they use the library. Patrons wanting to capture memories of their visit are free to take recordings as long as other patron's right to privacy is not impacted. We ask that visitors wishing to record be mindful that Library staff members deserve a safe and stable work environment.

IMPLEMENTATION NOTE (not a part of the policy!)

No matter what combination of policies a library will use to govern conduct of non-employees on site, the key is to make sure they are current, that the employees are trained on them, and that they are supported by the Board.

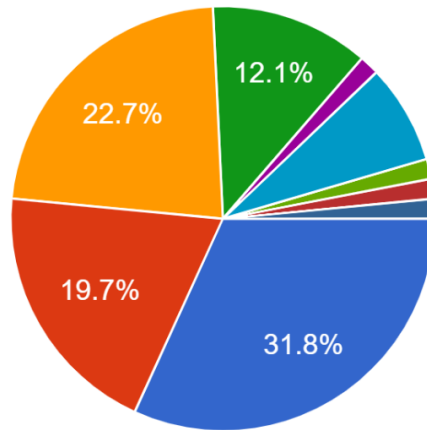
Another note: whenever possible, this type of policy should be informed by the recent experiences and concerns of the library's employees. After all, while the overall well-being of the library is the job of the board of trustees, the day-to-day operations (like someone recording them in the library!) are in the hands of the employees. Asking the director to channel that input to the board (before the policy is passed) will be worth your time.

And finally, I encourage developing a "policy summary" that is a short version of your library's rules for recording, and dedicating some employee time for training and role-play in applying it (i.e. practicing using it "in the moment"). In my experience, if and when there is a recording issue your library, a board will be grateful the workers did a dress-rehearsal; this is how they will keep cool, reflect the mission of the library, and not create a viral incident, even in the face of pressure.

Question 1

How often do you use the Wead Library?

66 responses



- About once a week
- More than once a week
- About once a month
- More than once a month
- Once every six months
- 2-3 times per year
- I have never been to the Wead Library
- I use my card digitally through Libby App

▲ 1/2 ▼

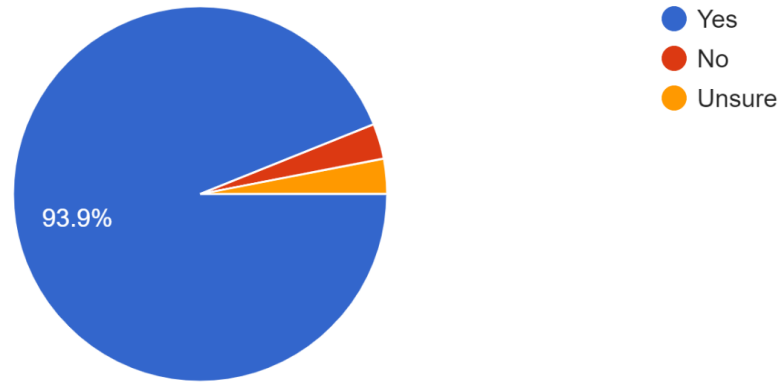
- Once every couple of years.
- When ever we can get there

▲ 2/2 ▼

Question 2

Do you have a Wead Library card?

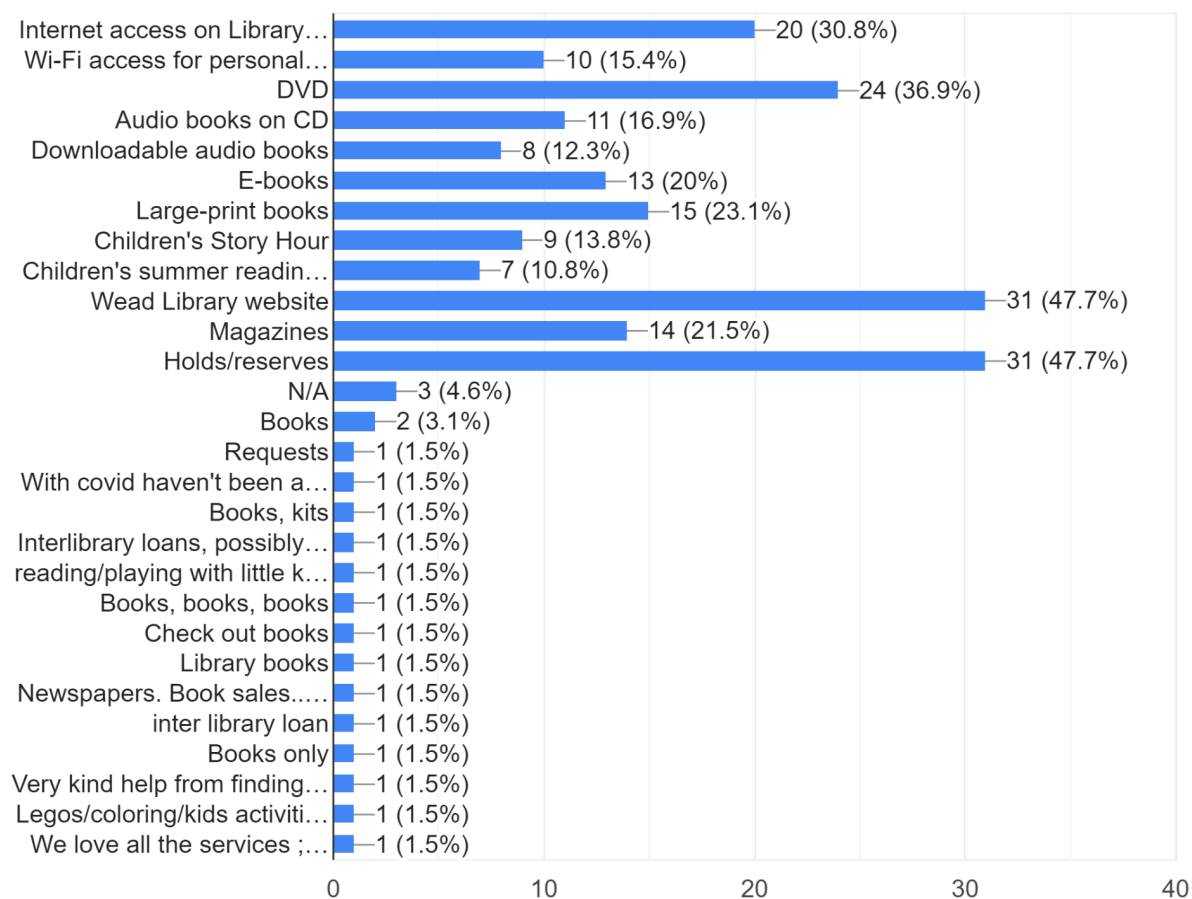
66 responses



Question 3

Check all Wead Library materials/services you have used in the past year:

65 responses



* Break down of other responses :

- Books (2)
- We love all the services ; when my girls were little we came to craft time.
- Books, kits
- Books, books, books
- Interlibrary loans, possibly from universities.
- reading/playing with little kids in childrens area
- inter library loan
- Requests
- Newspapers. Book sales...when you can have them
- Legos/coloring/kids activities (find Gnome, joke box..)
- Very kind help from finding books and checking books out
- With covid haven't been able to get there Much in the last yr
- Books only

Question 4

Break down of “Other” responses:

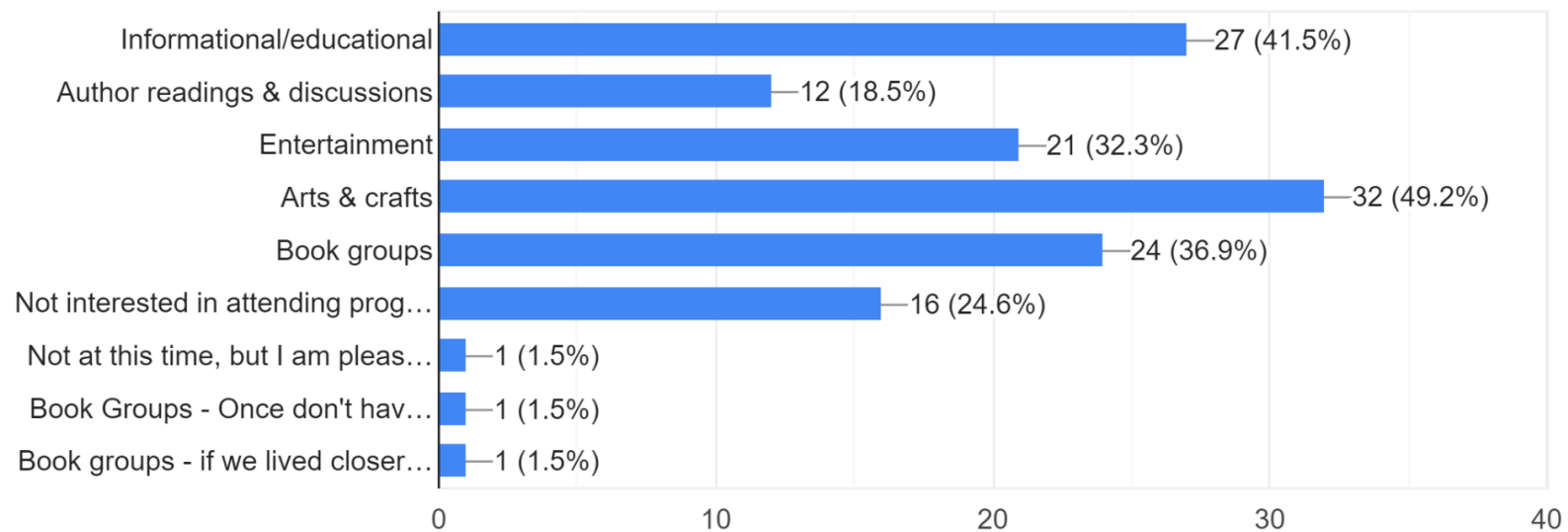
Book groups - if we lived closer to the library

Book Groups - Once don't have tiny kids

Not interested in attending programs – Not at this time, but I am pleased that they are there for others.

Check adult programs of interest to you

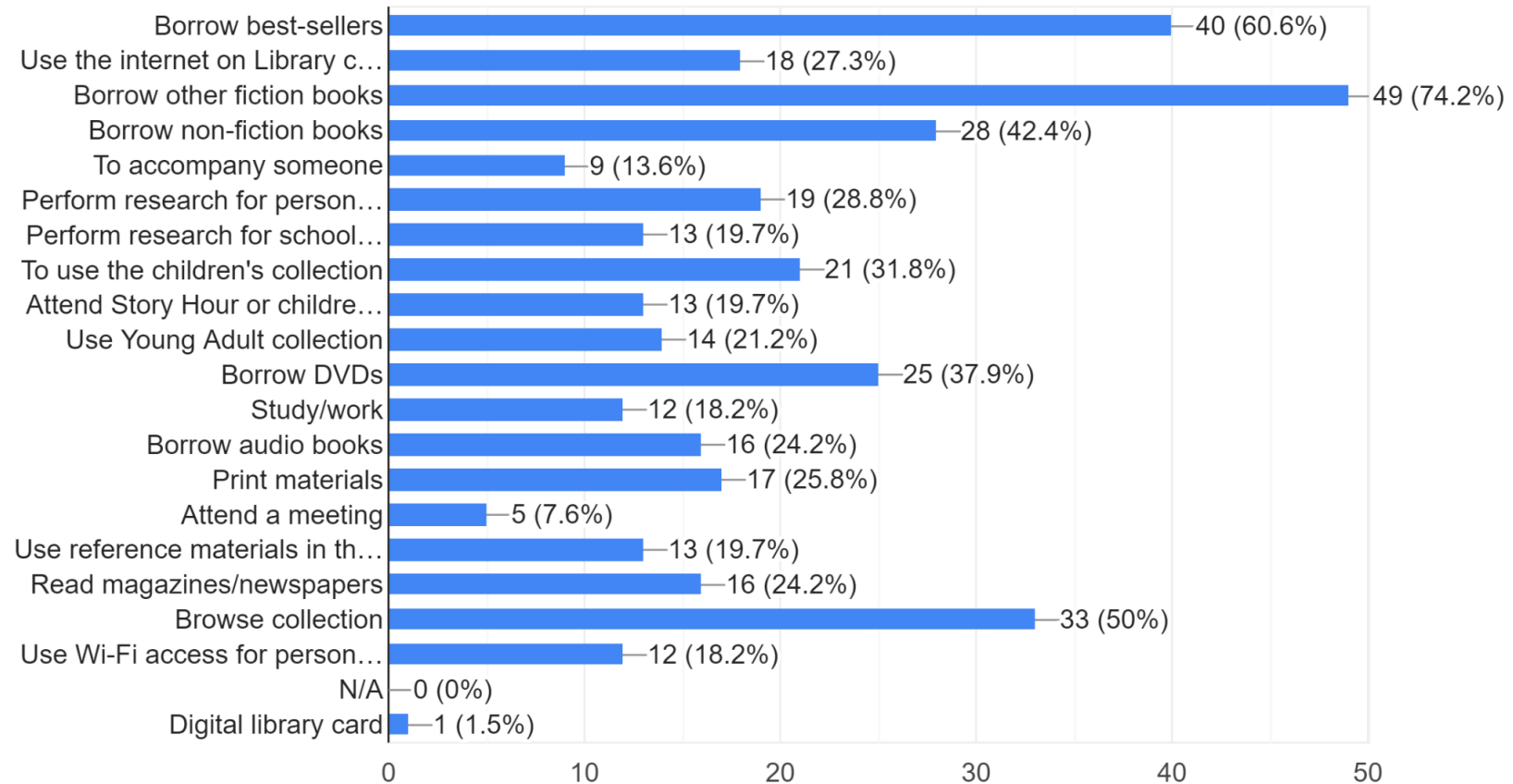
65 responses



Question 5

Check all reasons for using the Wead Library

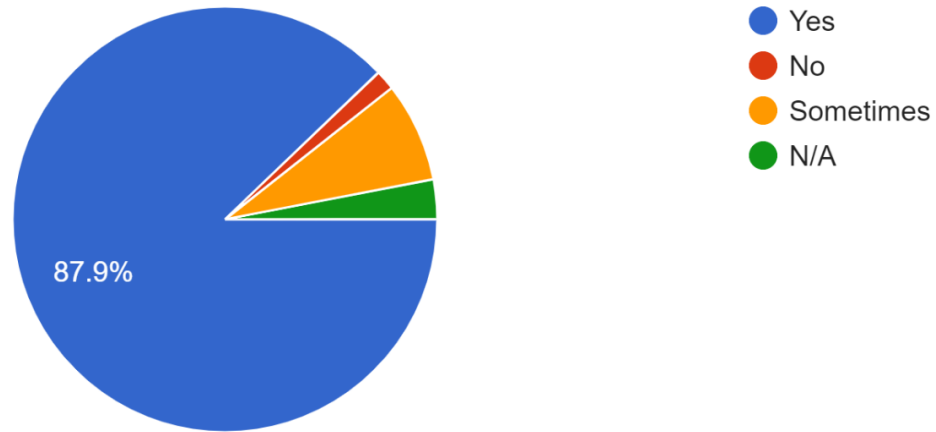
66 responses



Question 6

Have your visits to the Library been successful?

66 responses



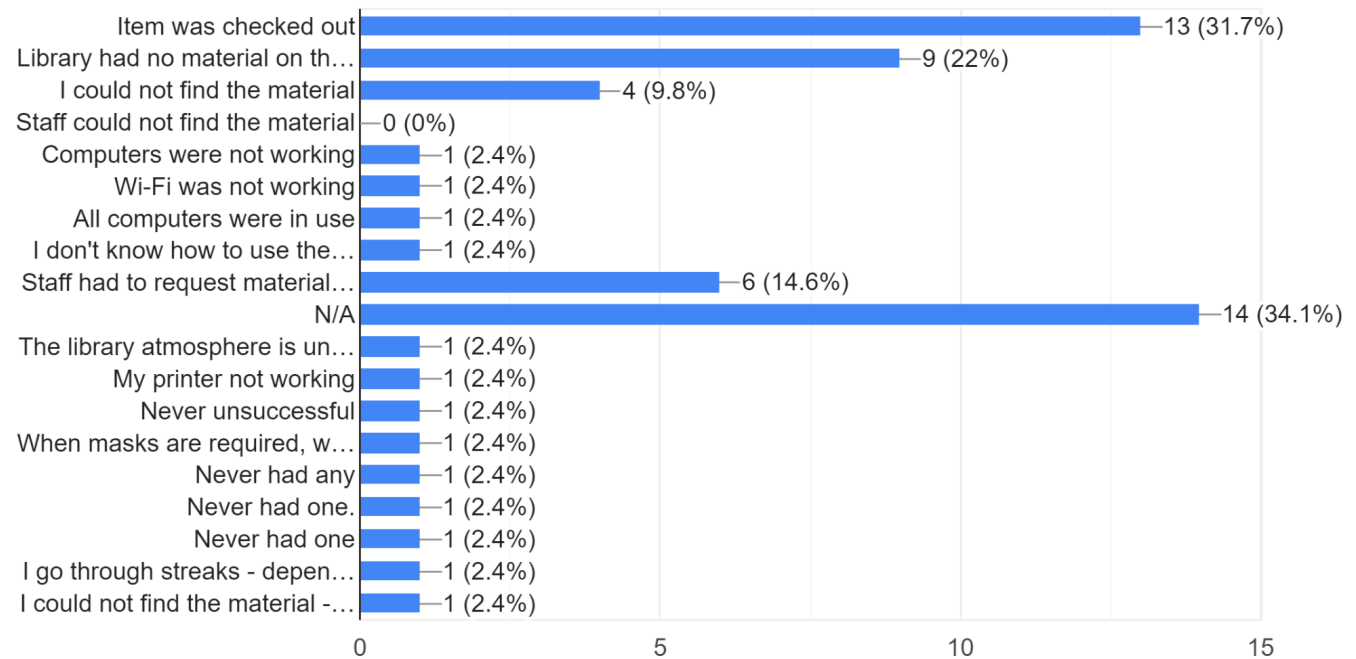
Question 7

Break down of “Other” responses:

- I could not find the material - But staff would always help me. Staff had to request materials from another library - I see this as a +
- The library atmosphere is unpleasant and unwelcoming.
- Never had any
- Never had one
- When masks are required, we prefer not to hang out inside
- Never had one.
- My printer not working
- I go through streaks - depending on busyness
- Never unsuccessful

Check all reasons for unsuccessful visits to the Library

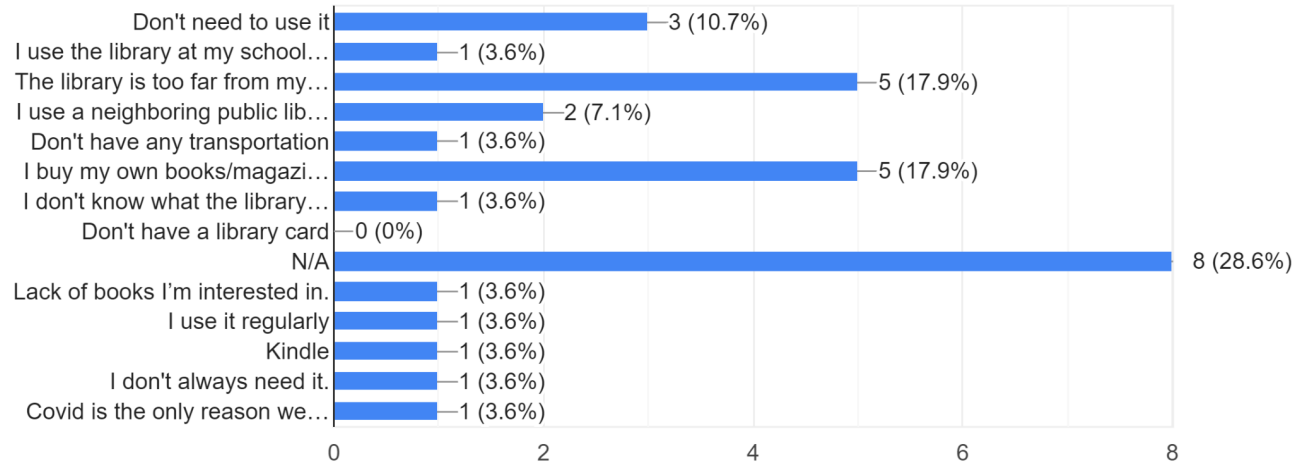
41 responses



Question 8

If you don't use the library regularly, why not?

28 responses



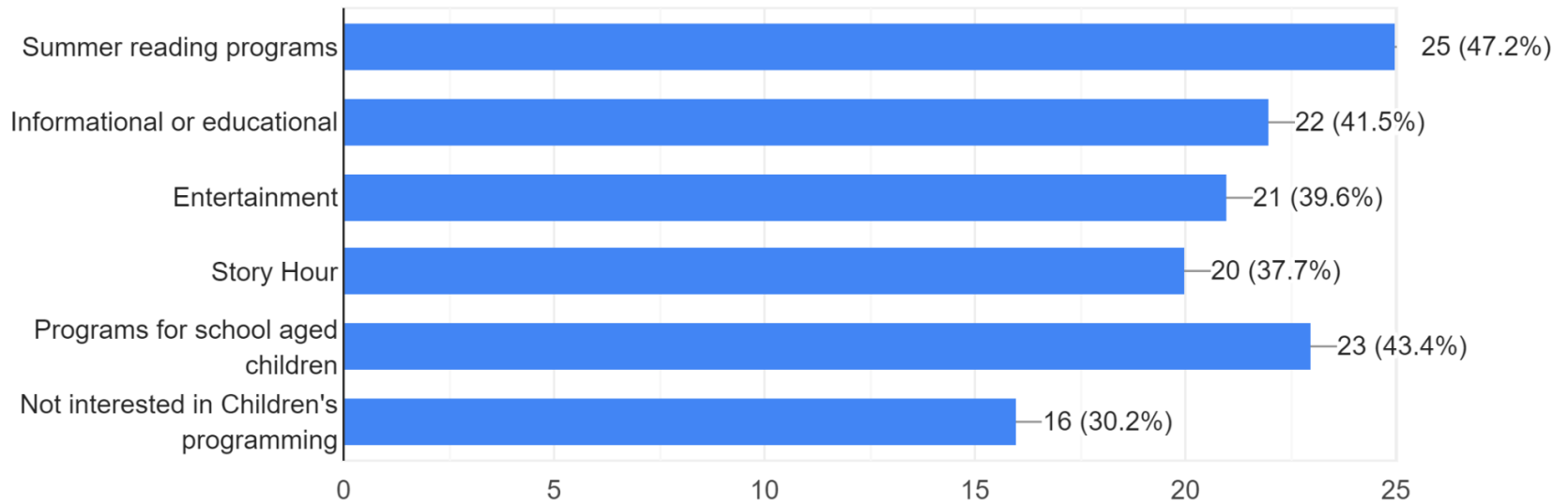
Break down of "Other" responses:

- Covid is the only reason we stayed away
- Kindle
- I don't always need it.
- I use it regularly

Question 9

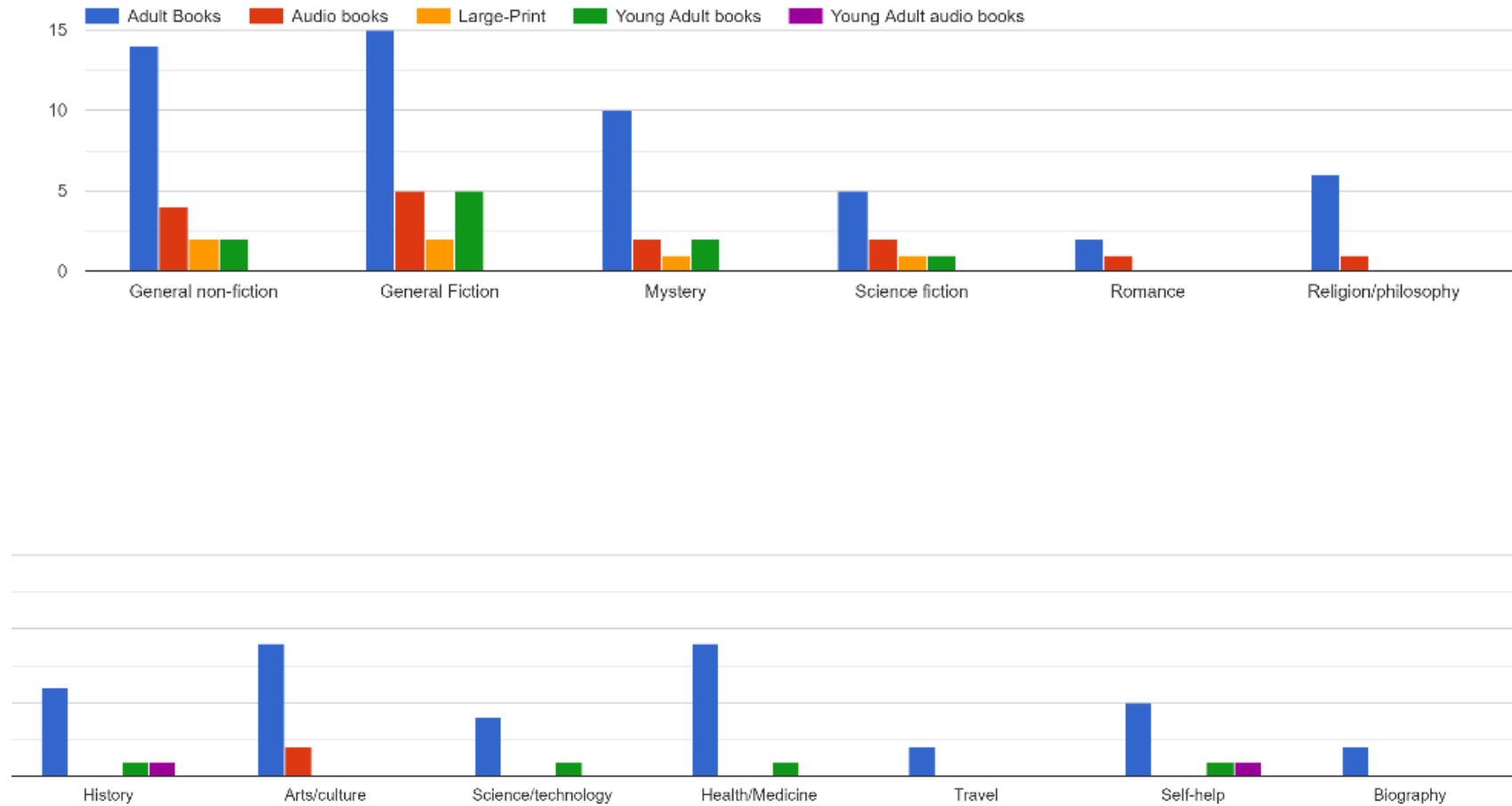
Check children's programs important to you

53 responses



Question 10

Check all areas that you think need more material:



Question 10 A

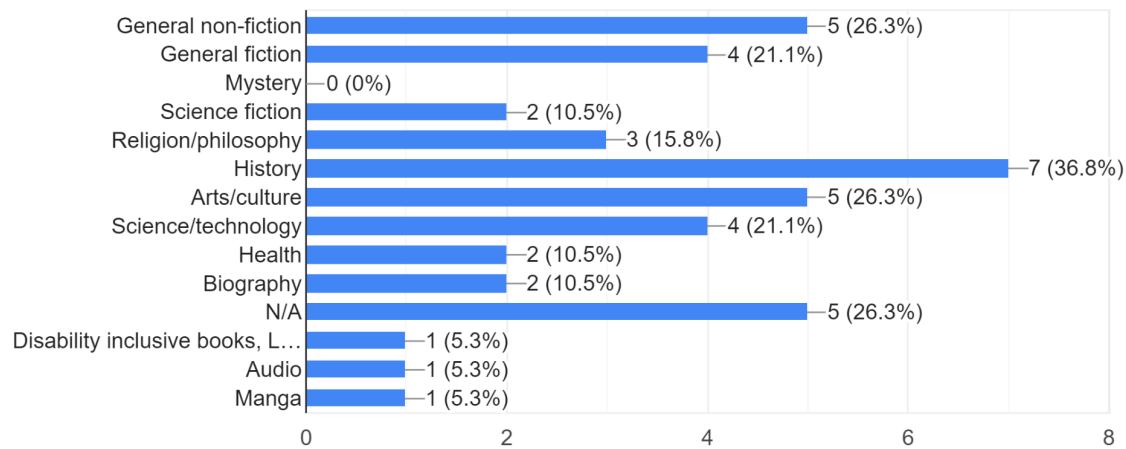
Other: 11 responses

- If I can't find something they always found it at another library for me.
- New fiction ebooks
- A few more vegan cookbooks
- Large Print True Crime
- True Crime
- Atlases! Local interest adirondacks > maps, trails, foraging, fishing etc. Updated arts and crafts = how to books. Painting, sewing, etc. .. everything there is so old! (for example, all books on watercolors are not of projects I would be interested in doing. Too old.)
Books in French?
- I am always satisfied w/ experience
- Young Adult Anime
- We love books on CD - many are scratched or damaged
- Gardening, DVDs of movies
- Craft Antiques

Question 11

Check all Children's areas that you think need more material:

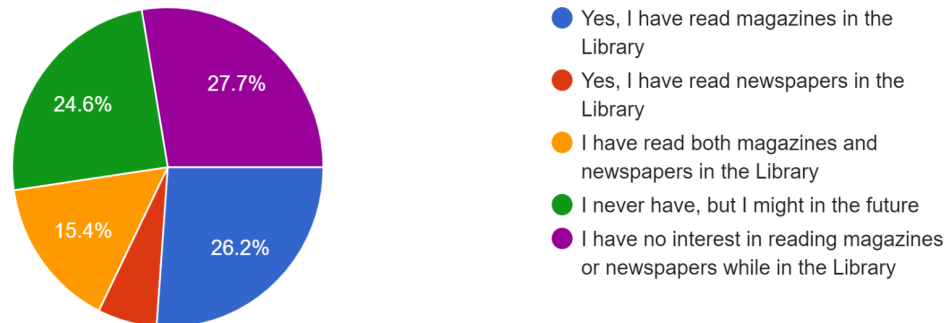
19 responses



Question 12

Have you read magazines and/or newspapers while in the Library?

65 responses



Question 13

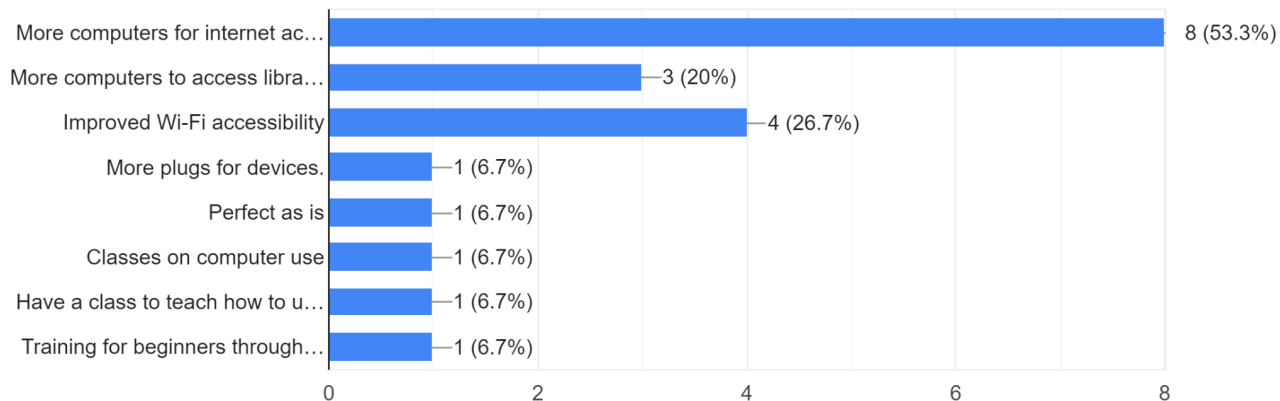
I would like to see these additional magazine and/or newspapers titles available in the Library: 9 responses

- Style, vogue, mother earth, DIY
- VegNews
- Art in American Magazine
- National Geographic Magazines
- Yes Magazine the Nation
- Yes
- People Magazine (up to date)
- Guitar World, Decibel Magazine
- No suggestions

Question 14

Check all that would improve Library technology

15 responses

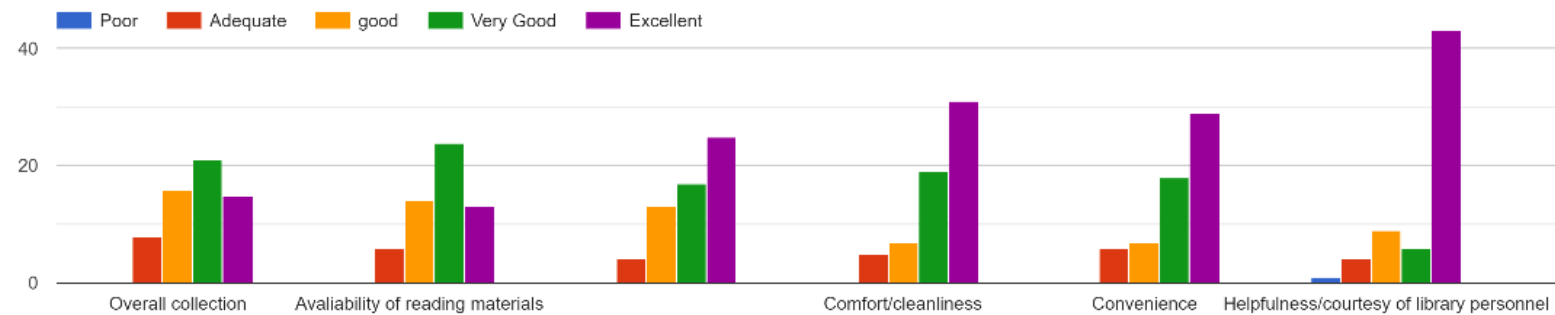


* Break down of other responses :

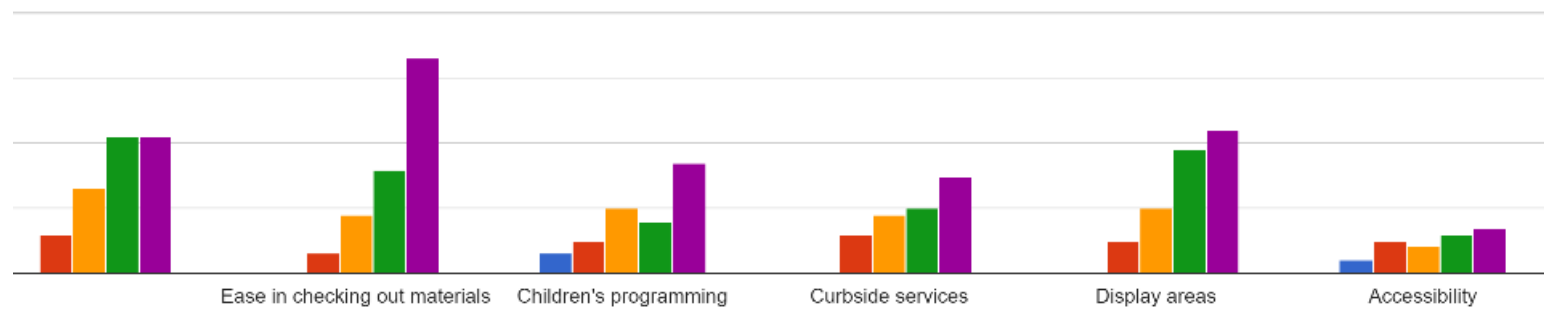
- More plugs for devices.
- Classes on computer use
- Training for beginners through geeks.
- Have a class to teach how to use internet on computers
- Perfect as is

Question 15

How would you evaluate the library's services in the following areas?



Ability to obtain materials from other libraries



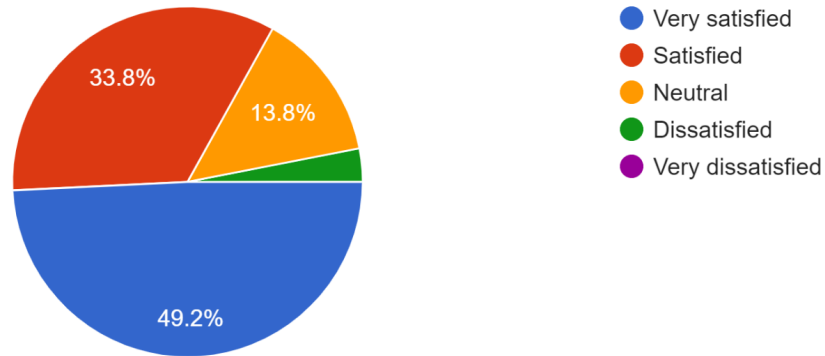
Ease in finding materials



Question 16

How satisfied are you with the opening hours of the library?

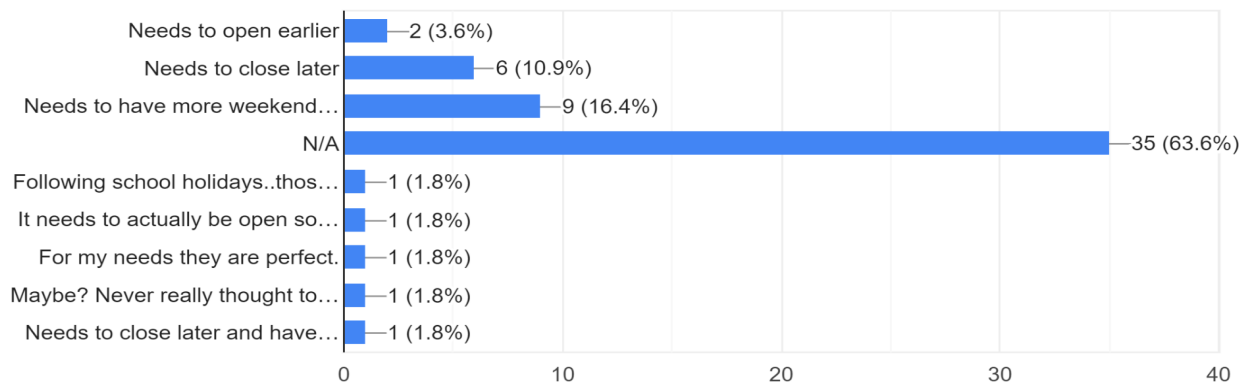
65 responses



Question 17

How would you like the hours of operation to change?

55 responses



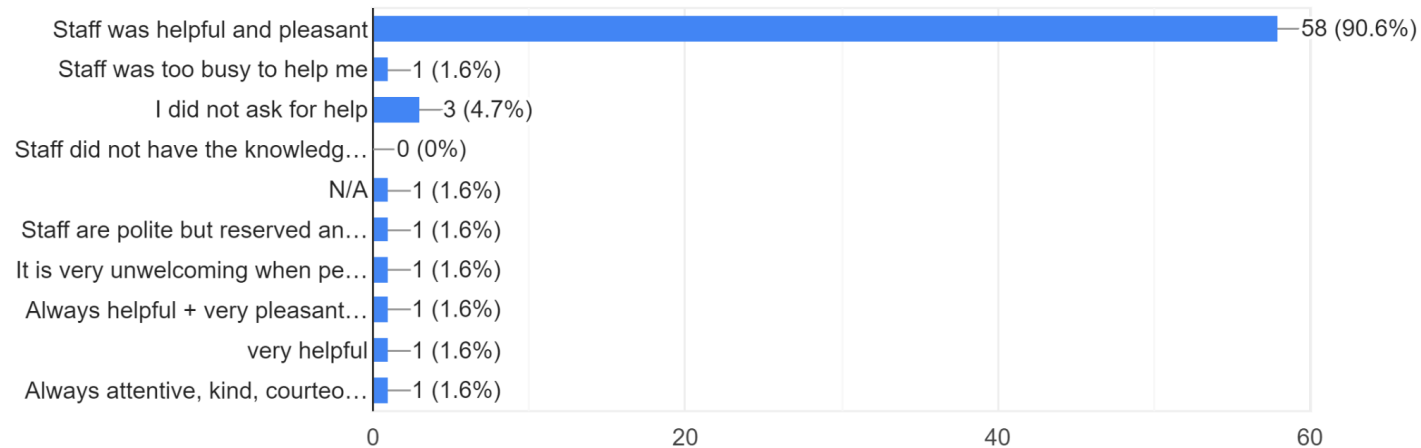
* Break down of other responses :

- For my needs they are perfect.
- It needs to actually be open so that people can use it.
- Needs to close later and have more weekend hours
- Following school holidays..those days are when children can go. Or when adults need books.
- Maybe? Never really thought to much

Question 18

Check all describing the service you received at the Library

64 responses



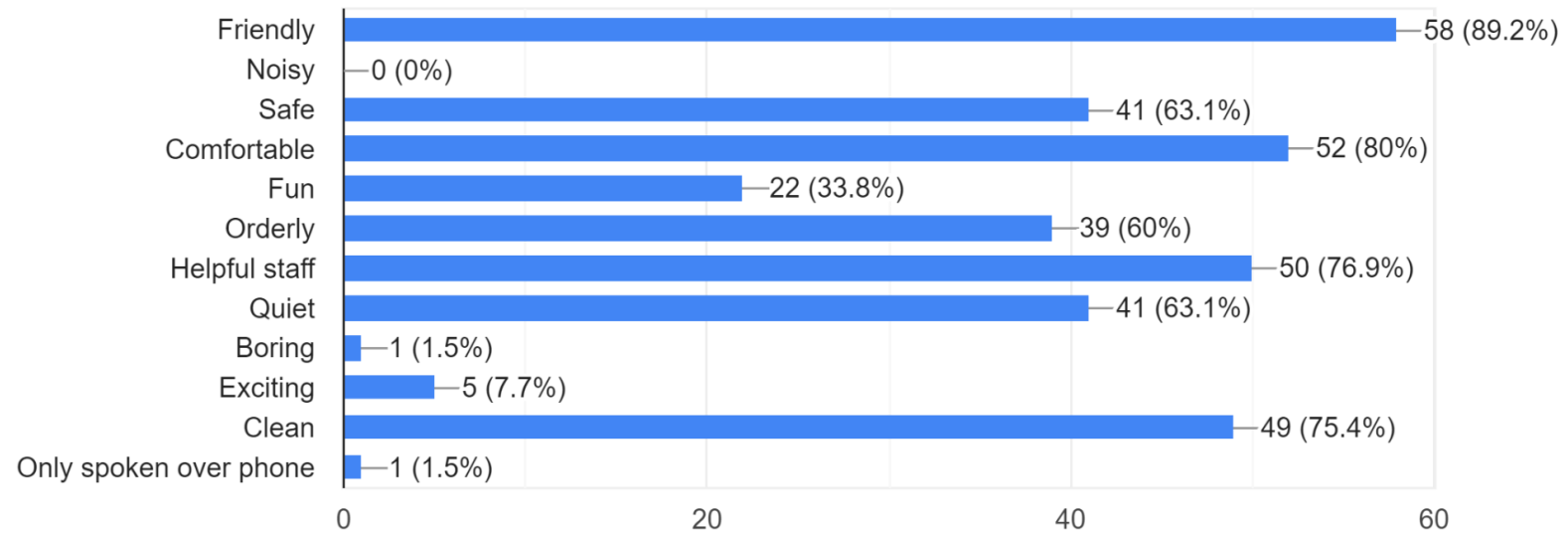
*Breakdown of other responses:

- Always helpful + very pleasant + courteous
- Always attentive, kind, courteous, above + beyond :)
- It is very unwelcoming when people are still wearing their masks and are being watched like hawks as they walk to the library
- Staff are polite but reserved and stand-offish. There is little attempt to talk with children, make them feel comfortable, etc.

Question 19

Check all that describe the Library's atmosphere

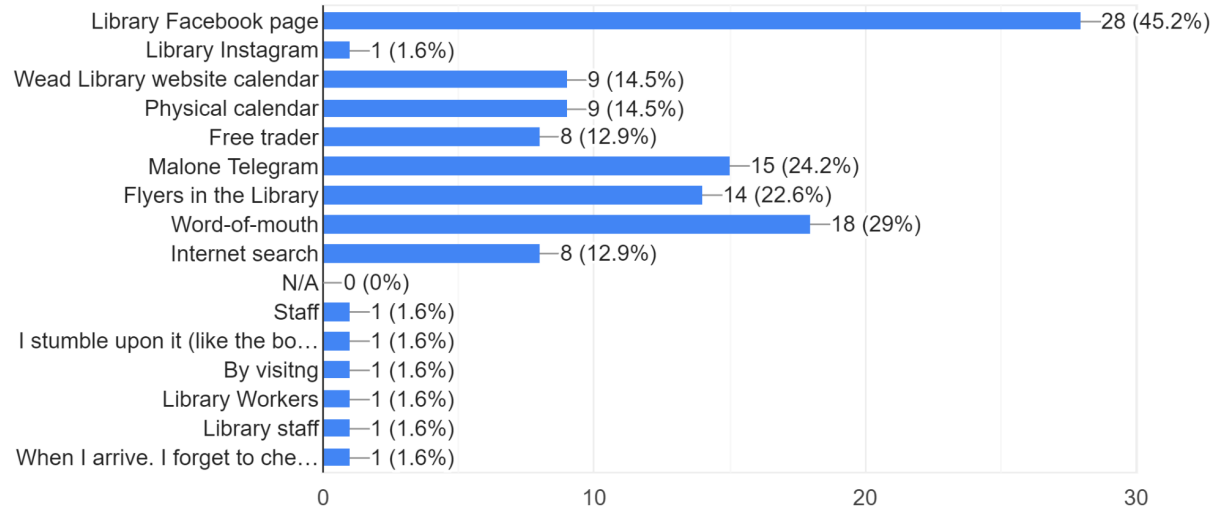
65 responses



Question 20

How do you typically find out about Wead Library services & events?

62 responses



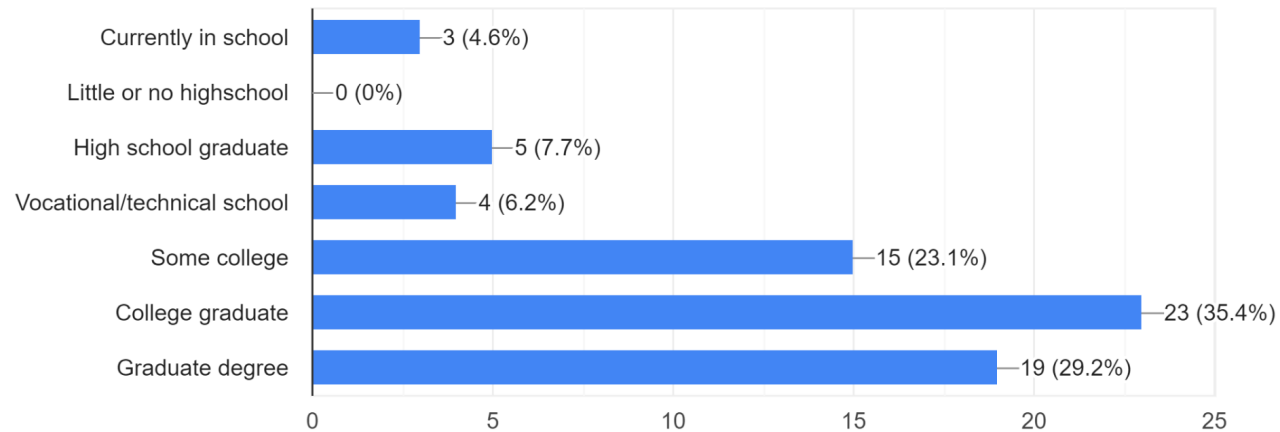
***Breakdown of other responses:**

- Library Workers
- Library staff
- When I arrive. I forget to check site for info
- Staff
- By visiting
- I stumble upon it (like the book sale) but I could look it up if I really wanted to :)

Question 21

Your educational level

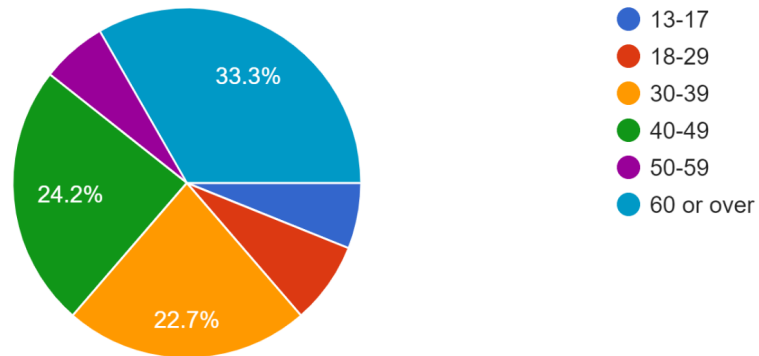
65 responses



Question 22

Your age group

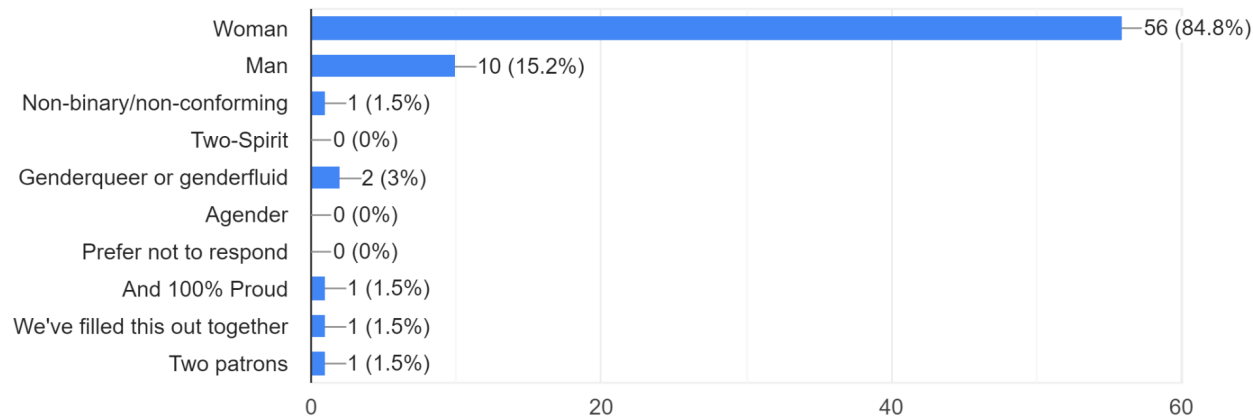
66 responses



Question 23

Your gender (select all that apply)

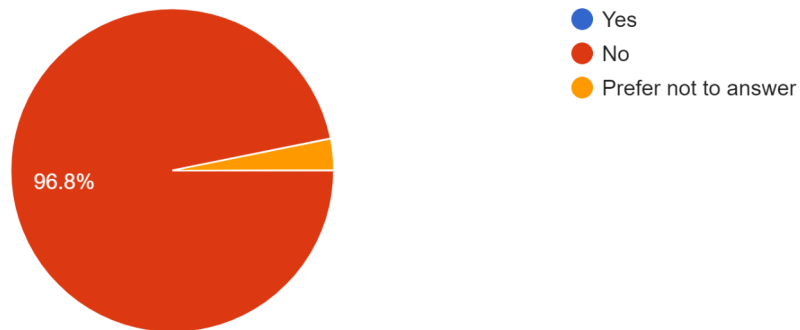
66 responses



Question 24

Do you identify as transgender?

63 responses



Question 25

How does the library benefit your community? 37 responses

- great resource we use regularly for educational purpose, fun reading, as well as we enjoy the programs and would love to see more children friendly events.
- It provides a great deal of books.
- I think it is a wonderful resource to the community which carries many new releases. I am never disappointed.
- It provides important resources to those who would have no access to otherwise
- The Wead library does not benefit the community in anyway. They lack programs and are unwelcoming. I frequent several of libraries in other counties and they are far superior. They all opened with COVID safe practices as soon as possible. They allowed patrons in and make them feel welcomed.
- Access to e-books/audiobooks at no cost from the comfort of my home
- Gives us reading material for free and internet service as well.
- Opportunity to get reading materials and a safe, quiet spot to work.
- There for anyone.
- To me the library is an important part of the community. They provide WIFI for those that don't have it; computers that are available, services for different age groups, a quiet + safe place for people to go. The staff is pleasant kind + very helpful. And the children's programs are a blessing.
- Wead + Seed Program - example of growing food - allow patrons to take something. Knowledge on researching/microfilm use. Encouraging literacy
- It provides helpful resources.
- What is a community without a library?

- It is one of the best things, places in Malone
- The library by listening to community concerns is a gathering spot and thus an asset.
- I can get books for school.
- Space & resources available to everyone - important & valuable
- Stimulating, expands knowledge. Enriching. Just great.
- Good resource
- It gives those of us that do not own a computer, access to one. The library also opens our imaginations and lifts our spirits with reading books. Love it.
- Provides internet and books to those that may not be able to purchase them.
- It provides sources and services to those who don't have them.
- It gives me an opportunity to better understand my community as I'm quite new to Malone.
- By being a safe place for everyone. But the main part is that you can read there :)
- I think is so important for our economically challenged youth to have access to a "whole world" in books.
Unlimited childrens books. Books can change lives.
- It gives nice spaces
- Provides books and literary materials to all, money/income not a concern activities for children, families
- Great resource for info + kids books + crafts
- Libraries offer education, priceless!
- Given access to reliable information in whatever ones preferred format
- I'd be interested in seeing activities that get adults + kids interested in books
- Providing books, and activities. Encouraging Literacy
- Many areas. Learning to read.

- My 9 year old isn't a fan of school or reading. Coming is helping him be interested in reading which is great.
- By lending books to community members of all ages
- A great social, relaxing atmosphere
- Helps people to learn more about culture, medicine, earth and many others

Question 26

Is there anything else you would like to add to make the Library better? 31 responses

- I wish we could add programs like the Massena library does. Like basket making, sewing for teens, more young adult programs and adult programs.
- Possibly a young reader program where teens/preteens can gather for a group discussion on a book each month. Maybe make and take arts and crafts, or some easy kid friendly classes on recipes. pottery, basket weaving, gardening, maybe a spot at library kids csn plant veggies that could later be given to local pantry?
- An atmosphere that is welcoming; quality programming (not trivial activities like counting candies or finding gnomes); clubs and activities for children and adults; more wholesome book selections—too many of the new books seem to have a liberal agenda. I'd like to see more books focused on traditional themes rather than race, gender, and identity.
- More Volunteer opportunities
- Regular story hour
- Video games (not necessarily to check out but for use at the library) Sci-fi books of particular franchises (ie: Warhammer novels)
- We need a new board and people that don't operate the library out of fear. We live in a county that has one of the highest illiterate rates in New York State there's so much they could be doing.
- An expanded manga selection and more programs for tweens/teens
- Larger, updated LGBTQ inclusive reading materials.
- Bookmobile. Book club. Reviews of books from local population

- That they have the legos and stuff out for the children to do ,all the time
- A few more programs here and there. Just keeping up collection - I feel our library is already what it is good for though!
- Nothing
- Nope :)
- The DVD and books on CD collection could see growth. Allowing the books on CD longer circulation would free up space on shelves.
- Indoor children's story time - no masks
- Extended hours
- LOVE THE LIBRARY
- Lots more users. All the NY Times bestsellers, the most popular in multiple copies...no waiting for other patrons to return books.
- I don't play video games, but maybe a section for those who do.
- Knowledge of if the library is hiring and earlier opening hours.
- Nothing in particular.
- More books :P
- With availability of inner-library loan- I think you cover most bases. Maybe just visiting authors.
- No
- nothing
- Children's Programs- story hours, book clubs, writing contests, crafts
- More arts + crafts, activities books and magazines
- Group programs/clubs
- I so wish the art of story tellers were provided. Such a lost art my grand children may not experience Re: Karen Glass
- -Board game night
- A park/playground

Question 27

Think of the library of the future. If money were no object, describe your ideal library. 31 responses

- A lot more classes and events. Larger variety of geography books about individual countries. More discount passes for area places like maybe Titus ski/snowboard pass discounts, Wilder farm. Maybe local bowling alley would do discount pass? Maybe add a few craftshows for local artists? Or add bake sale to book sales? An outdoor tent book sale would be nice if it coordinated with events in the park.
- More space between shelving. Cool and comfortable seating. The Lake Placid Library has some fun, creative seating in the kids section.
- It is ideal in a small town.
- A place to visit, read books, play and learn.
- Larger/more space for a more impressive/comprehensive collection. High end computers with creative software. Mini theater room that patrons can sign up for specified time slots to view film or shows from the libraries own vast collection. Craft/hobby/art studio room to provide space or even supplies for classes and groups. Sound proof music room featuring instruments and sound equipment, where patrons could learn/experiment with music, or musicians could perform or practice. Apart from a massive collection of books in various formats the library could also keep a large collection of films, TV, visual media, video games, music (vinyl, tapes and CD's) New and vintage.
- One that has an abundance of children programming but the program should not be pushing an agenda on children. Also, offering to help train our senior citizens on technology.
- Accessibility services- screen readers/ magnifying devices for print. Braille books. Diversity in book section- on disability, race, LGBTQ at all reading levels. Language classes
- Newsletter?
- I don't really know, I am just pleased to have books to read, and a safe place for so many others to go. Sometimes we are a spoiled people + forget all of the important things + blessings that we have in having a community library.
- Not sure

- Only James Patterson Books
- Seating throughout the library.
- My imagination limits my response. :) Sorry
- Rental materials -- varied collection. Ex. MacNaughton Services
- More Jane Austen.
- The overall collection is a bit dated. I would remove older material + refresh it. Also, it feels cramped in fiction + NF room - Ideally more space between shelves + areas to sit and peruse would be nice. Could some of the 2 big front rooms be used to extend the F and NF displays? Maybe move computers upstairs?
- Year round book sale room :) Play area always open for kids & playdates
- Lots of speakers, readings, events in art / music. children's activities, giving free books to kids. Continue Emergency pantry.
- I'd have the librarians at every preschool in driving distance, every day, each with a projector so every little love could see the librarian's finger on the page.
- More hands on activities for the young ones. idea have the (a group) take pictures of different species in their community that would be a check off. List from the Library, the group who gets the most species checked off gets a prize.
- I would give it proper parking lot, more author meet + greets, more computers, more printers, and sources to help authors publish. All of this would add to more foot traffic and more books for their collection.
- More money could be spent to expand the stock the library currently has.
- Millions of books (organized by Authors last name) Shelves for Series of Books (In order) Carpets and Man-eating seats. A few pillows would be quite nice. But if money was no object, then I would have the first edition Grimm's Fairy Tales (the one for adults)
- A big atrium to read in
- Mr. Lemoncello's Style
- Brighter/more windows. Comfy reading nooks.
- More outdoor seating that allows reading space + internet access outside, covered protected areas.
- Arts, Garden, Music CDS, records. DVD rental, CD player rental, record player rental, community garden (and fruit trees, berry bushes, pottery wheel, kiln, sewing, tapestry to make paint
- Access to more audio books

- A place for clubs & groups to gather
- Any book could be printed in a matter of a minute, a greenery and play ground in the back.

Question 28

What services and programs do you see the Library needing to focus on for the next five years? 21 responses

- None
- More community programs not just for toddlers.
- same as above
- Programs that get kids and teens into the library in a meaningful way.
- Children's area
- Meetings for homeschooling activities and groups as homeschooling numbers continue to increase
- Promote the library services- things folks may not know they can do at their location
- More Kits too. Y.A. maybe - programs geared towards education interest for that age. But its tough because some families don't encourage library use. I know many families w/ younger children, we all love the library! I think my son (9) would like a book club for kids-
- Nothing.
- Again, my imagination cannot contemplate a better library
- Continue to add new + pertinent materials. Do away with fines like we have done during Covid. It's a penalty that may discourage potential patrons.
- Computer use & training at levels ranging from beginner to geek. Smartphone use training: manuals are mostly worthless.
- Earlier opening hours and more resources to help aspiring authors.
- I'm not exactly sure what programs are allowed here so I won't be too expectant.
- There will probably be more wi-fi, internet evolution.

- I'm content with current services. Am not aware of future focus.
- Garden music arts kids. Thank you Wead (+staff!!!) Library for all you do!
- Would love to see more programs for elem. students
- Community builder programs
- -Community event sponsored by library
- -scavenger hunts
- Bring reading to local events

Comments

Comments? 8 responses

- we love the library, but if an opportunity is available to add more we would love to be able to use those services.
- Overall, with a change in staffing and Covid protocol, the atmosphere in the library has changed. Years ago, my kids used to think of the library staff as friends or family. It was comfortable, pleasant. They would chat with the clerks and librarians because that was encouraged by the staff. That has changed. Moreover, the library still has no children's programming—we have been attending the Madrid library for story hour, the Massena library has a book club we are interested in, and the Plattsburgh library has an enormous selection of toys, crafts, and activities for the kids.
- In addition, while the library is clean, it often reeks of hand sanitizer, which is unpleasant.

- I appreciate that you are asking for opinions. I really enjoy taking advantage of what the library has to offer, but I have just been discouraged by the lack of programming, replaced by trivial activities and liberal book selections.
- You guys are the absolute best! I do love our local library! Thank you
- I love the library. Always have. Everyone is always so pleasant.
- Comfort/Cleanliness (dated, but adequate.) Thank you!
- Miss indoor story time with no masks
- Visit the Massena Library to learn the meaning of inadequate
- Your gender + Do you identify as transgender? - I disagree with these two questions. The staff is friendly and have never noticed any problems with anyone. These 2 questions have nothing to do with services.

Total

66 Responses

- 24 were online
- 42 in person

Children's Survey

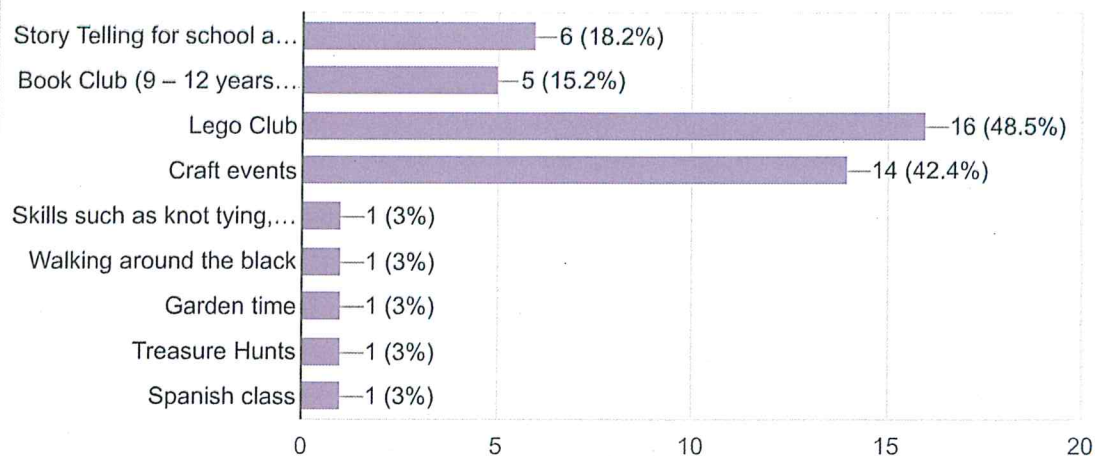
33 responses

[Publish analytics](#)

Which of the following children's programs would you like to see offered at the Library?

 [Copy](#)

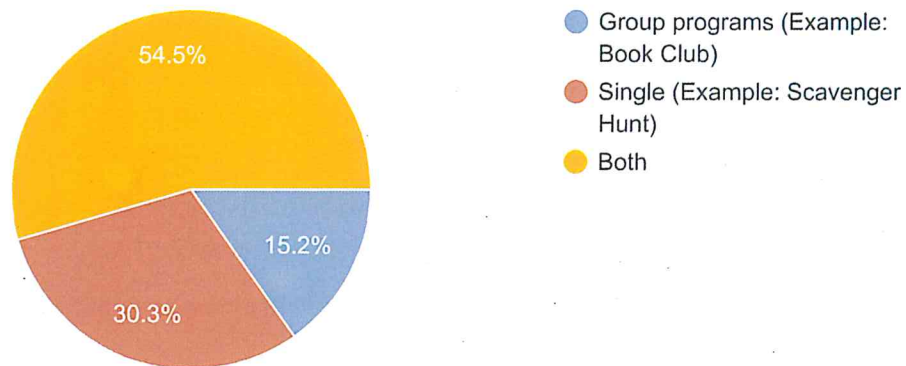
33 responses



What type of programs do you enjoy?

 [Copy](#)

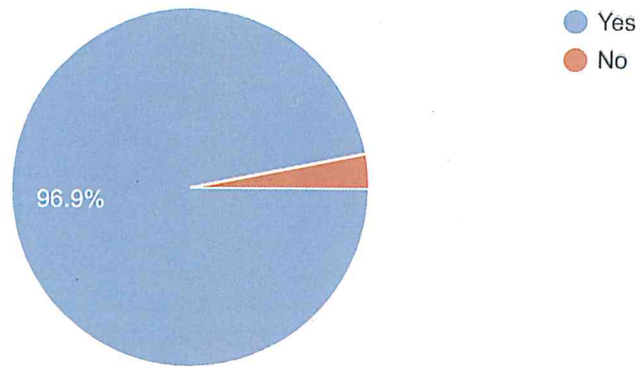
33 responses



Is the Children's room a place where you feel comfortable and welcome?

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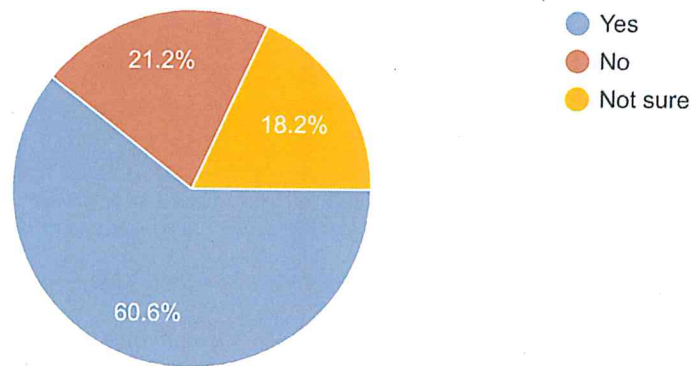
32 responses



Would you like the Library to have Learn & Play tablets to use in the children's room?

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33 responses



Is there anything else you would like us to do?

21 responses

No

Lost art stuff, such as needle felting, yarn spinning, crafting utensils, etc. Def. Survival stuff.
Teach Herbal medicine or plant Identification. (Patron input contact information here --
being left out for privacy.)

Gardening classes, STEM building programs, more passes to local places for education.

Have the cars for the map carpet (Patron then wrote identifying information -- left out for
privacy)

No,.

summer learning time

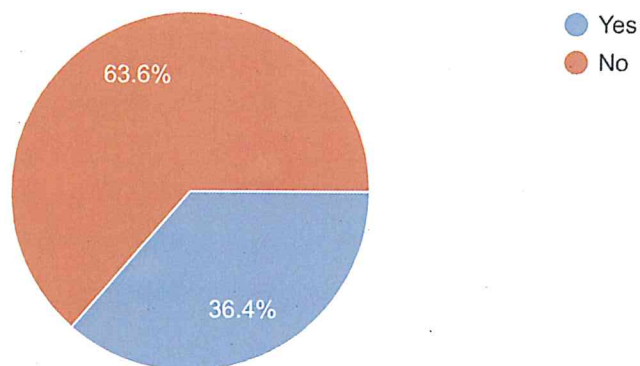
scavenger hunt

Computers

Do you homeschool?

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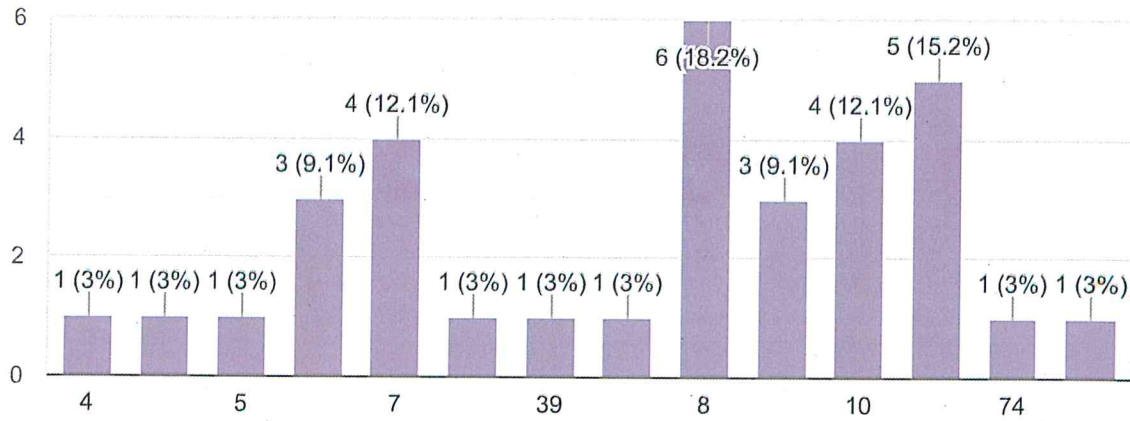
33 responses



How old are you?

 Copy

33 responses



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Google Forms



Is there anything else you would like us to do? 21 responses (Full Responses)

No

Lost art stuff, such as needle felting, yarn spinning, crafting utensils, etc. Def. Survival stuff. Teach Herbal medicine or plant Identification. (Patron input contact information here -- being left out for privacy.)

Gardening classes, STEM building programs, more passes to local places for education.

Have the cars for the map carpet (Patron then wrote identifying information -- left out for privacy)

No,.

summer learning time

scavenger hunt

Computers

I could read a book to you.

Make peaceful art

get more toys

no, everything in the Library is perfect

make the chares bigger

Garden Poetry Art

Free popcorn :)

gardening

More Games