

William B. Ogden Free Library
DIRECTORS REPORT JULY 2026

1. Director's Activities
 - a. Meetings with Staff
 - i. Staff Meeting (2)
 - b. Misc Meetings
 - i. Endwell Rug
 - ii. Hanford Trust Annual Meeting
 - iii. C & H Cooling
 - c. 4CLS Meetings
 - i. Annual Meeting
 - ii. Directors Meeting
 - iii. NYS Construction Grant Meeting w/S.Bachmann
 - iv. NYS Construction Aid Mid-Summer Check in
 - d. Library Committee Meetings
 - i. Administrative Committee
 - ii. Buildings & Grounds Committee
 - iii. Board Development Committee
 - iv. Finance Committee
 - e. Continuing Education
 - i. Minimum Standards for Libraries - Internal Library Policies Related to Personnel, Disaster Preparedness, and Financial Controls
 - ii. Great Give Back webinar
 - iii. Minimum Standards for Libraries - Codes of Conduct
 - iv. Trustee Handbook Book Club: Laws and Regulations
 - v. How to Handle Problematic Behavior and Enforce Rules
 - vi. Doing an Accessibility Audit of Your Library
2. Library News/Changes.
 - a. Location for the new Walton History Walk
3. Program Highlights
 - a. 6-week Cooking Together series with CCE
 - b. Summer Reading Incentive Program Sign-up
4. Immediate Considerations/Reminders
 - a. NYS Construction Grant Assurance Form
 - b. WE NEED YOU!: Dinos on the Lawn: Friday, August 7, 530-darkish
 - c. NYLA Conference Attendance: Nov 4-7
 - d. Gather & Grow Virtual Staff Conference: Dec 4
 - e. 2026/2027 Christsmas/New Year's Library Hours
5. Statistics:May/June 2026
 - a. See Cumulative Data Comparison charts

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LIBRARY VISITORS			
	2024	2025	2026
January	818	759	846
February	797	738	785
March	893	817	910
April	883	894	860
May	768	816	792
June	784	762	827
July	936	1075	
August	817	901	
September	731	873	
October	981	1044	
November	679	563	
December	599	582	
	9686	9824	5020

NEW PATRONS ADDED			
	2024	2025	2026
January	15	16	16
February	22	9	12
March	17	13	12
April	12	11	14
May	12	7	11
June	11	10	19
July	18	21	
August	22	22	
September	21	13	
October	20	14	
November	14	7	
December	8	6	
	192	149	84

PROGRAMS OFFERED/ATTENDANCE						
	2024		2025		2026	
January	23	274	27	230	30	252
February	24	191	31	234	29	205
March	27	278	37	302	27	247
April	24	233	42	318	27	308
May	26	156	33	235	36	274
June	22	291	29	245	36	474
July	47	416	40	350		
August	24	215	17	547		
September	31	429	32	303		
October	37	954	43	683		
November	32	261	28	293		
December	39	228	20	115		
	356	3926	379	3855	185	1760

LIBRARY CIRC			
	2024	2025	2026
January	1154	868	992
February	1152	948	994
March	1179	1026	1025
April	1053	972	1031
May	967	1058	1077
June	1006	976	1071
July	1251	1261	
August	1145	1202	
September	903	952	
October	1267	977	
November	780	666	
December	790	925	
	12647	11831	6190

OVERDRIVE CIRC			
	2024	2025	2026
January	274	306	390
February	310	273	338
March	313	314	325
April	268	250	338
May	297	243	328
June	292	252	307
July	255	257	
August	260	262	
September	333	242	
October	318	300	
November	275	343	
December	267	337	
	3462	3379	2026

HOOPLA CIRC/NEW PATRONS ADDED						
	2024		2025		2026	
January	94	6	158	3	56	8
February	117	4	153	4	63	4
March	132	3	138	4	53	4
April	128	4	134	4	53	3
May	129	4	163	2	58	5
June	117	4	121	2	55	3
July	119	0	131	2		
August	119	4	138	3		
September	106	3	137	2		
October	135	11	155	5		
November	129	4	154	5		
December	146	2	141	5		
	1471	49	1723	41	338	27

ASSURANCES

State Aid for Library Construction Program (FY 2026-2027)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- ☒ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- ☒ The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- ☒ The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- ☒ The library will submit all changes to the DASNY and SED approved project narratives to the Division of Library Development for approval, prior to work starting on the revised project.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- ☐ The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- ☐ The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- ☐ State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- ☐ **Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- ☐ **Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)



The library building or site of the construction project is or will be **owned by the applicant** and is, or will be, open to the public.

OR



The library building or site of the construction project is or will be **owned by the school district** and is, or will be, open to the public. The project has been reviewed by the Office of Facilities Planning (OFP) and any proposed changes to the scope of project/project activities has been reviewed and approved by OFP prior to beginning any work associated with the project/proposed change to scope.

OR



The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)



Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR



If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)



The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:

- Financing/interest fees or costs
- Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
- Rental or leased equipment
- Warranties (other than the manufacturer's warranty customarily provided with such product)
- Recurring repair costs and maintenance fees
- Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
- Recurring software licenses, hosting, maintenance, or training fees
- Internal labor costs
- Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

William B Ogden Free _____ Library at a legal meeting

on July 28 _____ 2026.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): Mary Doig

WBOFL Administrative Committee Minutes 6/10/26

Present: Mary Doig, Heather Johnson, Chris Ogden, Janet Merrill

Excused: Jackie Malaret

Staff Bonus:

The committee discussed establishing an ad hoc committee to develop a recommendation to the board that includes written criteria for end of year bonus. Mary will send an email to all board members asking them if they have an interest in participating on this committee. Once responses are received, the Ad Hoc committee meeting will be scheduled.

Patron Code of Conduct Policy and Procedure:

Janet reviewed the current policy and procedure and shared her suggestions. Based on her review and subsequent discussion, the policy and procedure was revised in draft and will be presented to the board for review and approval.

Policies Inventory Checklist was reviewed. Drafts will be reviewed next meeting and Vicki will identify those needing review/revision in 2026.

Next meeting: 8/12/26 at 4pm.

William B. Ogden Free Library
PATRON CODE OF CONDUCT

Summary:

To maintain a welcoming environment for all, the William B. Ogden Free Library (WBOFL) expects all library users to:

- Respect each other, library staff, and library property
- Do their part to contribute to a peaceful library experience
- Follow direction from library staff members
- Follow the library code of conduct, as well as village, town, county, state, and federal laws

In Detail:

In order to ensure constructive use of library facilities, materials, and services, as well as the personal comfort of all patrons and staff, the Board of Trustees has established a code of conduct for all library users. When a patron's health or safety is in doubt, or they exhibit behavior that is harmful to themselves or others, library staff will contact law enforcement to assist the patron. A staff member will supervise the patron until law enforcement arrives.

The following activities are not allowed at the WBOFL. These apply both inside the library building, as well as on library grounds, sidewalks, and parking areas.

Section I: Disruptive or unsafe behavior

- Failing to follow the direction of a staff member including failure to comply with evacuation procedures, emergency directives, or safety instructions issued by library staff, emergency personnel, or law enforcement.
- Creating a disturbance in any manner that interferes with people's ability to use the library or staff's ability to do their job.
- Speaking in an abusive, threatening, or harassing manner to other library users or to staff. Using profane language.
- Following, repeatedly approaching, photographing, or recording, patrons or staff without consent.
- Making threatening gestures, including prolonged staring at an individual or displaying a weapon, unwanted touching, or any behavior that could constitute assault.
- Speaking loudly, including on cell phones, or listening to music or video without headphones. Cell phone ringers should be set on silent. Sound from headphones must be inaudible to others.
- Sleeping at the public computers, at library tables, on library furniture, or on the floor. Any sleeping that is more than a brief nodding off.
- Using the library or its grounds as a place for overnight lodging or for storing personal belongings.

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PATRON CODE OF CONDUCT

- Personal hygiene or unsanitary conditions that create an offensive odor or interfere with others' use of the library including a strong odor of marijuana and other substances.
- Eating anywhere other than designated areas. Beverages are allowed in cups with a lid or a cap. No food or drink is allowed while using library technology.
- Not being fully clothed including shirts and shoes.
- Allowing children under the age of ten (10) to use the library unattended.

Section II: Inappropriate or unsafe uses of space

- Blocking aisles, pathways or entrances, or otherwise preventing access to areas of the library.
- Running cables or cords across walkways, or adding power strips or extension cords to an outlet.
- Bringing amounts of personal belongings into the library beyond what fits under a chair or leaving belongings unattended.
- Displaying alcohol, marijuana, or weapons.
- Bringing an animal into the library except those defined by the library's Animals in the Library Policy.
- Using restrooms for bathing, shaving or purposes other than their intended use.
- Riding on skateboards, scooters, or skates inside or on library grounds, or bringing bicycles inside.
- Failing to follow the Internet & Computer Use Policy.
- Failing to follow the Meeting Space Policy.

Section III: Prohibited and/or Illegal Activities

- Viewing child pornography or exposing a child to any pornography.
- Sexual misconduct, such as indecent exposure, touching, or harassing patrons or staff. Sexual acts of any type are not permitted.
- Smoking cigarette, cigar, pipe, or any other electronic smoking device except in outdoor spaces allowed by law, consuming alcohol or marijuana inside the library or on library grounds, possessing illegal drugs, drug paraphernalia, or being intoxicated or under the influence of drugs.
- Tampering with, defacing, damaging, destroying, or stealing library property, furnishings, equipment, grounds, materials, software, equipment, or property.
- Soliciting, distributing or selling materials, or panhandling inside the library, except where permitted by policy.

Consequences:

Engaging in any of the above behaviors may result in one or more of the following consequences, depending on the severity of the violation. In some instances, library staff may

William B. Ogden Free Library
PATRON CODE OF CONDUCT

need to call law enforcement to deal with a situation. Consequences may be imposed immediately and need not follow the order listed below when circumstances warrant, including situations involving threats, violence, illegal activity, or repeated violations.

- Initial verbal warning
- Given a copy of the Patron Code of Conduct policy
- Direction to leave the library immediately and not to return for the rest of the day
- Library privileges suspended for seven days
- Library privileges suspended for thirty days
- Library privileges suspended for up to one year

In any instance requiring the suspension of library privileges and/or the calling of law enforcement, staff is required to fill out an Incident Report. Attempts will be made to notify parents/caregivers in suspensions involving minors.

Entering or remaining on library property during a period of suspension or after being directed to leave by library staff is prohibited.

Appeal of Suspension:

Patrons who are suspended from the library for a period exceeding one week may petition to have their suspension reviewed by the Director and the administration committee of the Board of Trustees.

To request a review of suspension:

- The patron will write a statement including the reason for requesting an appeal.
- The patron will sign, date, provide contact information, and deliver to the Director.
- The suspension will remain in effect during the appeal process.
- The written appeal will be reviewed by the Director and the administration committee of the Board of Trustees within one week of receiving the appeal of suspension.
- The patron will be notified in writing of the administration committee decision.
- The administration committee's decision is final.

Adopted March 2016
Revised November 2019
Reviewed & Revised: August 2023
Reviewed & Revised: July 2026

William B. Ogden Free Library
Board of Trustees
Board Development Committee Meeting

Wednesday, June 24, 2026 / 4:00 PM

Attendees: Heather Johnson/*Director*, Mary Doig/*Board President*, Jessica Reed/*Chairperson*, Jenny Kilpatrick.

Absent: Jackie Malaret/*Excused*.

1. Call to Order: 3:55 PM.
2. We collectively reviewed "Post-Two Meeting Evaluations" requested from and submitted by newer trustees. We were reassured by the general feeling of readiness and inclusiveness experienced by the trustees as they embarked on their role and we discussed any recommendations that were given.
3. A discussion was held regarding the secondary/ final onboarding training referred to as "The Six-Month Training". It was decided to offer the training at the next regular board meeting on July 28, 2026, at 6:00 PM which falls at the six-month mark. Attendance will be mandatory for the two most recent trustees and optional but encouraged for all trustees. All trustees who attend except for those trustees presenting the training will receive a one hour credit towards their annual required continuing education credit.
4. If a trustee still needs annual continuing education credits, there is an upcoming webinar offered by the Four County Library System on July 30 from 6-8 PM -Trustees Basics Webinar- designed to give new trustees a basic understanding of the roles and responsibilities of library trustees. There are also many archived choices.
5. A discussion was held regarding the possibility of adding community members to the committees. This is under preliminary consideration to strengthen the committees by the addition of community members with skills that line up with each committee. A community member is a volunteer appointed to serve on a board committee who is not a trustee. A community member may participate in committee discussions and activities but do not have voting rights. This discussion will be ongoing.
6. Since there are quite a few newer trustees, we discussed some ideas for the board members to get to know each other better, including simple ice breakers, participating in library events together such as the end of the summer children's reading program, Dinosaurs on the Lawn (August 7, 6:30 PM, rain date August 8) and the Fall Festival. Any suggestions are welcome.
7. The meeting was adjourned at 5:08 PM. Next meeting: Wednesday, August 26 at 4PM.

Building & Grounds Committee | Meeting Minutes

JUNE 18, 2026 / 10:30 AM

Submitted by: Hoss Banaja

ATTENDEES

PRESENT: Heather Johnson , Mary Doig , Hossam Banaja (v), Dotti Kruppo (v), Venus Melo (v)

ABSENT:

GUESTS: Dom & Matt (AirTemp)

PROJECT/ISSUE NOTES

Began 10:33am

HVAC

- Heather Johnson applied for and received a preliminary award for NYS Construction Aid Program, for HVAC improvements! Library is responsible for 10% of estimated \$80,000 project costs.
- Dom & Matt from AirTemp joined meeting to propose HVAC project, replacing main/basement floor system (gas furnace + AC). Proposal is like-for-like, just newer equipment.
 - Heather Johnson will ask them to quote the addition of heat pump mini-splits to basement level for supplemental cooling/heating.
- Hossam Banaja to reach out to other contractors for other bids, ask for other approaches (e.g. heat pumps)

CARPET TILES

- As of 6/10, Endwell Rug owner (Glenn Grosso) aware of issues, reaching out to installer to arrange a time to come look at/fix the peeling issues. Should still be under warranty.
- Heather Johnson followed up on 6/15, awaiting response.

ELECTRICAL

- Electrical switches in main floor bathroom to be moved (from locked cabinet to accessible location).
- Ken Fisher (preferred electrician) quoted job at \$3,500.
 - Heather Johnson applied for and was awarded Hanford Funds equal to quote.
 - BGCom voted to proceed with project.

PHONE/INTERNET

- Still in talks with Delhi Telephone Company re: switching from Frontier analog phone service to DTC VoIP phone service.
- Awaiting detailed quote from DTC and clarification on migration and support for existing hardware (e.g. fax machine and alarm system).

SECURITY

- Basement stairwell camera stopped working. Ken Fisher investigated and fixed.
- Basement stairwell door was not latching. Ken Fisher investigated and fixed.
- A tent was set up on library grounds and authorities were called in to remove the tent and person, without incident. BGCom to discuss (subtle) strategies for discouraging loitering so that patrons and staff feel safe while at the library.

Adjourned 12:40pm

Finance Committee | Meeting Minutes

JULY 8, 2026 / 2:00 PM

Submitted by: Hoss Banaja

ATTENDEES

PRESENT: Heather Johnson , Marie Dutcher , Hossam Banaja , Mary Doig , Chris Ogden ,
Dana Plaud

ABSENT: *(none)*

GUEST(S): *(none)*

PROJECT/ISSUE NOTES

Called to Order 2:02pm

BOARD REPORTS - BUSINESS MANAGER

- [Reports](#)

TAX FILING (990)

- [Tax return \(990\)](#) has been filed.
- Accounting fees have been paid. Included some one-time costs related to cleaning up Quickbooks from prior years, but still saved over \$1k vs previous accountant. Expect to save \$1.5k in future years.

CAPITAL PROJECT, PROGRAM TRACKING

- Change in policy/procedure: Will now capitalize large projects so that they can be added to balance sheet and be depreciated over time.
 - Will start this with masonry project completed in spring 2026.
 - No tax implications, but follows best practice.
- Will look into utilizing Quickbooks "Classes" to track programs (e.g. Summer Reading Program) for better reporting.

MISC

- **NOVEMBER MEETING:** Had been scheduled for Veterans Day. Moved to 11/4.
- **MORGAN STANLEY COMMITTEE REPORT:** Amy (Morgan Stanley) to join 11/4 meeting to go over endowment performance.

Adjourned 2:42pm