MEMORANDUM OF UNDERSTANDING

WHEREAS, the Town of Lake Pleasant Public Library ("Library") strives to maintain a current collection of items for the benefit of the public; and

WHEREAS, the Board of Trustees of the Library must, and does, from time to time, review and evaluate the Library's collection of items to determine which items are outdated, obsolete and worthless, and therefore, should be discarded; and]

WHEREAS, when the Board of Trustees of the Library determines that any of the items are outdated, obsolete and worthless, the Board deems such items to have no value; and

WHEREAS, when the Board of Trustees of the Library deems any items of its collection to have no value, the Board desires to give such items to the Friends of the Lake Pleasant Library [for its purposes; and] and/or dispose of said items in a manner that will benefit the public it serves; and

WHEREAS, the Town of Lake Pleasant approves the giving of such items to the Friends of the Lake Pleasant Library and/or allowing the Board of Trustees to dispose of such items accordingly.

Now, therefore, the parties' understanding is as follows:

When the Board of Trustees of the Town of Lake Pleasant Public Library determines that any of the items from its collection of items are outdated, obsolete and worthless, such items shall be deemed to have no value.

When the Board of Trustees makes such determination, the Board will give such outdated, obsolete and worthless items from its collection to the Friends of the Lake Pleasant Library for the its purposes and to be used in any manner it deems appropriate. and/or dispose of the items in a manner that will benefit the public it serves.

The Town of Lake Pleasant approves the giving of such items to the Friends of the Lake Pleasant Library. and/or allowing the Board of Trustees to dispose of the items as necessary.

Town of Lake Pleasant Public Library

Town of Lake Pleasant

The Speculator Farmers' and Crafters' Market was very well attended and successful. We averaged ~500 patrons during the regular weeks in July and August. The Market participated in 'Give Back NY,' which was developed by the Farmers Federation of NY. This program encouraged customers to buy a little extra fresh produce from the farmers to increase their sales, and then donate it to a local food pantry. The Loaves & Fishes Food Pantry at the North Country Bible Fellowship was the recipient of many bins full of fresh produce and some shelf-stable donations. We also held the 'Enhanced Farmers Market,' where we invited extra crafters and vendors to attend on August 13th, the usual day of the annual Twigs Craft Fair. We had about 50 vendors attend on that date and the hours were extended to 12-5 PM. Customers and vendors were overwhelmingly supportive and satisfied with the day. We were also a participating market for Hamilton County Healthy Food Connection. This program allowed for the purchase of fresh produce for senior citizens and those in need of assistance.
The **Community Wide Garage Sale** was September 18-20th. We had 25 registered sales, and many more popped up from Wells to Morehouse.
Apple Fest was held September 26th, and we assisted the Historical Society with planning and implementation this year, due to the COVID requirements, for which they were very grateful.
We presented Pam Palmer with the **2019 Sarah B. Osborne Community Service Award** on September 29th.

Next Q Events:
We plan on redesigning and printing the **Snowmobile Map** for this coming season.
The **Adirondack Holiday Stroll** will be November 27th, the day after Thanksgiving. We are looking to add to it this year.

2020 3rd Quarterly Report to the Town of Lake Pleasant Board
(7/1/2020-9/30/2020)

ACTIVITY	1st Q 2020	2nd Q 2020	3rd Q 2020
MAILINGS	~150	~150	~200
TELEPHONE CALLS	~275	~275	~475
EMAILS	900 RECVD/600 SENT	1200 RECVD/1000 SENT	1500 RECVD/1300 SENT
WEBSITE-Users	2829	4611	8625
-New	2674	4356	7931
-Total Sessions	3401	5679	10,492
-Avg Session Duration	1 min 47 sec	1 min 49 sec	1 min 41 sec
FACEBOOK-Followers (to date)	8181	8690	8881
-Posts	196	254	215
-Messages (conversations)	21	43	33
INSTAGRAM-Followers (to date)	1045	1064	1080

ADVERTISING	1st Q 2020	2nd Q 2020	3rd Q 2020
Hamilton County Express	1 (snowmobiling) $62.	2 (Farmers' Mkt) $111.	2 (Farmers' Mkt) $111. 3 (Garage Sale) $166.50
Adirondack Life	1 ad for $440.00	0	0
Radio Ads-WYVS	2 +ongoing Calendar of Events NC	0	0
Hiking & Paddling Guides		1 ad in each, $566.	
ADK Guide		Summer Guide $450.	
LPCS Drama Club Program		$50.00	
Community Pride Day Sponsor		$100.	
TOTAL	$502.00	$1277.	$277.50

3rd Q 2020:

The office was busier this summer as compared to last year, seeing more foot traffic, phone calls and emails. Website usage was dramatically up. We also saw an increase in copying, not only for our brochures but also for the restaurants and other businesses. More people utilized our free WI-FI, as many visitors were working remotely. Advertising was down due to COVID, and most of the Chamber's sponsored events were cancelled. (Side note: plans are to surpass previous levels of advertising for 2021).

ROOST:

We continue to work with ROOST in terms of marketing the Region now and developing plans for post-COVID. The Great Adirondack Garage Sale took place the weekend of August 7-9. The Region had no registered sales, but several businesses reported patrons passing through our area on their way to places that had sales. (Side note: the Great Adirondack Garage Sale hosted by ROOST has never seen many sales in our region, as our Community Wide Garage Sale held in September seems to be the preferred event).

Past Q Events:

The Speculator 4th of July Parade & Celebration was a huge success, as the committee organized a Reverse Parade, a Boat Parade on Lake Pleasant, and a Ring of Fire on Lake Pleasant. The Reverse Parade saw over 200 vehicles go through, all of which received 'Goody Bags' with candy, toys and gift certificates from local businesses – all paid for by the Committee. Other events throughout the region included the Piseco Fireworks, a Boat Parade on Sacandaga, and the Speculator Fireworks, which we promoted and advertised for through all of our outlets, while being mindful of the state and local guidelines and guidance.

addresses when creating social media accounts for the Town. Doing so eliminates the risk to the Town of losing access to its own social media accounts when the employee(s) responsible for creating and managing the accounts separate from employment.

If an employee publishes content outside work hours that involves work or subjects associated with the Town, a disclaimer should be used, such as: "The postings on this site are my own and may not represent the Town of Lake Pleasant's positions, strategies, or opinions."

Ultimately, employees are free to use their social media platforms to post as they please, but that does not mean they are free from disciplinary action by their employer. Online activity outside work hours that violates any Town policy may subject an employee to disciplinary action or termination.

Glossary

Encryption — The cryptographic transformation of data to render it unintelligible through an algorithmic process using a cryptographic key.

Locally managed — On a secure server

Restricted Information — pertains to information which is not public information, but can be disclosed to or used by town representatives to carry out their duties, so long as there is no legal bar to disclosure.

department head.

5. *Protecting Information and Shared Resources*

Users must:

- Follow established procedures for protecting files, including managing passwords, using *encryption* technology, and storing back-up copies of files.
- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for Town of Lake Pleasant business in any location.
- Not visit non-business related websites.
- Not open email from unknown senders or email that seems suspicious.
- Not knowingly introduce worms or viruses or other malicious code into the system, nor disable protective measures, i.e., antivirus, spyware firewalls.
- Not install unauthorized software.
- Not send restricted or confidential data over the Internet or from your *locally managed network* unless appropriately encrypted.
- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, PDAs, and mp3 players.

6. *Civility*

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment, for example, consistent with Town of Lake Pleasant policies.

7. *Applicable Laws*

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

8. *Social Media*

This policy includes the following guidance for employee use of social media, which should be broadly understood for the purposes of this policy to include blogs, wikis, microblogs (such as Twitter), message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Employees and officials must ensure material they post is neither inappropriate nor harmful to the Town of Lake Pleasant and its employees. This includes posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or libelous; or which can create a hostile work environment. Employees can be subject to disciplinary action for posting content unfavorable to the Town, unless it is a matter of 'public concern' (information that helps the community make informed decisions about the operation of government), which posting is protected by law. Not of 'public concern' are issues relating to individual personal disputes and grievances that are not relevant to the Town's operations or performance.

Social media, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the town supervisor.

Employees must get permission before referring to or posting images of current or former town employees.

Social media must not interfere with an employee's work responsibilities. The Town's computer systems are to be used for Town business purposes only. Use of social media for business purposes is allowed, but personal use of social media networks or personal blogging of online content is discouraged. Employees should use official, not personal, e-mail

Internet and Acceptable Use Policy
Effective Date: Oct. 20, 2020

Introduction:

The Town of Lake Pleasant Acceptable Use Policy specifies policy for the use of the Town's information resources and information technology systems. Enforcement of this Acceptable Use Policy is consistent with the policies and procedures of this organization the Town of Lake Pleasant.

Being informed is a shared responsibility for all users of Town of Lake Pleasant information systems. Being informed means, for example:

Knowing these acceptable use policies and other related rules and policies,
Knowing how to protect your data and data for which you are responsible,
Knowing how to use shared resources without damaging them,
Knowing how to keep current with software updates,
Knowing how to report a virus warning, a hoax, or other suspicious activity, and
Participating in training.

Policy:

Compliance with this policy is mandatory for all officials, employees and contractors of this Municipality. This policy applies to all Town of Lake Pleasant information, computer systems and data that is used for official Town of Lake Pleasant business, regardless of location.

1. Authorized Use

Users must not use other users' passwords, user IDs, or accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use without authorization from Department Head or Officials of the Town of Lake Pleasant. Users must not hide their identity for malicious purposes or assume the identity of another user.

2. Privacy

User files may be subject to access by authorized employees of the Town of Lake Pleasant during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

3. Restricted Access

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's *restricted information.*

4. Proper Use of Resources

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. They must not:

- misuse email — spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing"), or
- use streaming audio, video, or real time applications such as: stock ticker, weather monitoring, or Internet radio, unless approved by the