

Ontario Public Board of Trustees
Agenda: Tuesday, February 18, 2025 5:00 PM

The mission of Ontario Public Library is to connect community members and resources in a welcoming and inclusive environment that fosters creativity and continuous learning.

- I. Call to Order
- II. Mission Statement
- III. Revisions to Agenda Action: Vote
- IV. Approval of Minutes Action: Vote to approve
 - Minutes of January 21, 2025
- V. Public Comment:
- VI. Trustee Comments
- VII. Town Updates: Anne Rehor
- VIII. Old Business
 - a. Board Role Reports
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee
 - iii. Trustee Education: Anne Jurgens
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner
 - b. New Director Statistics
 - c. Change in Printing Fee/Appendix 4020.3 Action: Vote
 - d. Confidentiality of Records 4070/add Appendix Action: Vote
- IX. New Business
 - a. Strategic Plan Extension Action: Vote
 - b. Workman's Comp/Lattimore
 - c. Discussion: In Memoriam/Gift Policy 4004
 - d. Approve 2024 Annual Report Action: Vote
 - e. Top 3 Priorities
- X. Appointments/Resignations
 - a. Hire Full Time Programming Clerk Action: Vote
- XI. Executive Session Action: Vote
- XII. Adjournment Action: Vote

Policies to be Discussed at Next Meeting:

Salaries: 2010

Staff Development: 2065

Next Board Meeting: Tuesday, March 18, 4:00 P.M.

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

January 21, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, January 21, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

Present: Sean Arliss, Lauren Frank, Anne Jurgens, Gail, Kirchgessner, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce

The Ontario Public Library Mission Statement was read aloud by Mr. Arliss.

Approval of the Agenda

MOTION 20250121-1: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the agenda with the following additions:**

- **X. New Business f. Trustee Roles**
- **X. New Business g. Board Meetings**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20251021-2: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the December 11, 2024 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Abstention (Lee) MOTION CARRIED

MOTION 20251021-3: A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to approve the January 9, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

None

Town Liaison's Report

None

Director's Report

Ms. Rehor highlighted the Director's report. Areas of discussion:

- Hoopla
- Planning Cohort request – have responded “yes”
- Sexual Harassment Training – handout for Trustees
- Approval of DLD report – planned for next meeting

MOTION 20250121-4: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20250121-5: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee **to approve the December 2024 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250121-6: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the December 2024 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250121-7: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve payment of the three warrants in the amount totaling: \$29,899.22.**

- 2024-12-2 \$13,799.79
- 2024-12-3 \$11,379.94
- 2023-12-4 \$4,719.49

5 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 20250121-8: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to approve the pre-authorization of routine payments as presented for 2025.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250121-9: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt the Fixed Assets list as updated January 2025.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250121-10: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to remove Alan Seigel from the Lyons National Bank: Legal Reserve Savings Account and the Board of Trustees Checking Account and add Lauren Frank.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250121-11: A motion was made by Ms. Kirchgessner, seconded by Ms. Rachel, **to adopt the Friends & Foundation of RPL Grant 2024 Report.** 5 Ayes 0 Nays MOTION CARRIED

Conflict of Interest – Trustees signed annual statements

New Business (continued)

Trustee Roles – Trustees to lead in the following responsibilities:

- Mr. Arliss – construction
- Ms. Kirchgessner – director reviews
- Ms. Jurgens – trustee education
- Ms. Lee – strategic planning
- Ms. Frank - FOIL

MOTION 20250121-12: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the addition of the following Board meeting dates for 2025 to be held at 5:00pm:**

- **February 18th**
- **April 15th**
- **June 17th**
- **August 19th**
- **October 21st**
- **December 16th**

5 Ayes 0 Nays MOTION CARRIED

Unfinished Business

MOTION 20250121-13: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to adopt the 2025 Budget.** 5 Ayes 0 Nays MOTION CARRIED.

Construction update – provided by S. Arliss

- Meeting with LaBella was held on 1/15/25
- LaBella to provide estimates
- Zoom meeting scheduled for 1/28/25 to start grant process

2025 OWWL Planning Cohort – Monthly meetings beginning March – December for OWWL Directors and Trustees to discuss actions they are taking in regards to Strategic planning

Evergreen Agreement – Pages will be required to sign, too

FOIL – policy is all set, ready to implement

Executive Session

MOTION 20250121-14: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 6:37pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.** 5 Ayes 0 Nays MOTION CARRIED

6:37pm – Ms. Rehor, Ms. Goodenough & Ms. Pierce left

MOTION 20250121-15: A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens **to approve the extension of Megan McLaughlin’s contract through February 28, 2025.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250121-16: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss **to make an offer to Anne Rehor to become the new library director.** 5 Ayes 0 Nays MOTION CARRIED

7:00pm reconvene

7:05pm Ms. Rehor returned

7:10pm Ms. Rehor left

7:20pm Ms. Rehor returned

Adjournment

MOTION 20250121-17: A motion was made by Mr. Arliss, seconded by Ms. Lee **to adjourn** at 7:30pm.
5 Ayes 0 Nays MOTION CARRIED

Board minutes taken by Recording Clerk, _____ on _____
Jill Pierce date

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date

2025 Monthly Stats: Draft for Feb Meeting

Library Use Metrics	January
Library Visits	2,127
Use of Wifi	131
Use of Public Computers	127
New Card Holders	28
Total Number of Programs	20
Number Of Kid Programs	3
Number of Adult Programs	17
Total Number of Attendance	200
Number Of Kid Attendance	41
Number of Adult Attendance	159
Total Physical Circulation	3,693
Kids Circulations	1,773
Adult Circulations	1,507
Digital Circulations	1,996
ILLs Sent	1,029
ILLs Received	773
Total Number of Books Purchased	84
Number of Kids Books	9
Number of Adult Books	75

Appendix 4020.3 Fine and Fee Schedule

Payment by guests and visitors for all services is by cash only. Members in good standing may pay by personal check for services costing in excess of \$19.00.

Library Services*

Fax Service	\$1.00/page
Copy / Print Service	
Black & White	\$0.25/page
Full Color	\$0.50/page

* Fax, copy and print services may be limited owing to the financial charges associated with maintaining the office equipment. Our printers are leased or purchased for primary use by staff and, therefore, are not volume business machines.

Interlibrary Loan (ILL)

Members using the OWWL system may request material(s) not available in the OWWL catalog through ILL request. There is no charge for this service, except for materials available through select universities. Members shall be of charges when this case applies before the request to provide the material(s) is accepted.

Library Fines

To maintain the integrity of its collections and to ensure that library materials are available to all members it is the responsibility of the member to return such materials in a timely manner. Most materials are not charged overdue fines. Fines are assessed on materials listed below owing to their high cost to the Library per item.

Item	Overdue Fine	Maximum Fine per Item
Park Pass	\$1.00 per day	\$5.00
Video games	\$1.00 per day	\$5.00

Library Fees for Replacement Cards and Materials in the Collection Fees

are as follows:

- Lost Item Fee: System assessed cost to replace (per item by type of material)
- Material Processing Fee: up to \$5.00 per item
 - This fee is applied to the lost item fee for items that have not been returned. It may also be applied when items are returned damaged or with missing parts, or returned in a manner that presents an undue burden on work time for Library staff.
- Lost Card Fee: \$1.00

APPENDIX ADOPTED: 01/17/2000

REVISED: 02/18/25

REVIEWED:

Board of Trustees

Ontario Public Library

Page 1 of 1

Ontario Public Library Policy 4070

CONFIDENTIALITY OF LIBRARY RECORDS

The Board of Trustees recognizes the importance of recognizing and enforcing the principle of confidentiality of all transactions by library users:

- Library personnel will create internal records for the purpose of tracking and recovering library property;
- Such internal records which identify the names and other personal information regarding library users is confidential;
- Confidentiality includes, but is not limited to records relating to the circulation of library materials, computer data base searches, interlibrary loan transactions, reference queries, requests for photocopies, reserve requests or the use of in-house electronic resources such as the internet.
- Parents and guardians of children under the age of 13 may view their children's Library records.
- Parents and guardians of children between the ages of 13 and 17 (inclusive) may also view their children's Library records, **but require their child's consent to do so.**
- All library employees shall be advised that such records shall not be made available to any agency of federal, state or local government;
- The Library Director shall resist issuance or enforcement of any such process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction, with the option of appeals residing with the Board of Trustees.
- **All Library Employees with Evergreen Access will read the OWWL Library System Access and Confidentiality of Library Records Policy and sign Staff Acknowledgment Form. (Appendix 4070.1)**

Confidentiality of Patron Records, Including Minors:

New York State Civil Practice Law & Rules Section 4509:

"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college & university libraries & library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential & shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library & shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute."

POLICY ADOPTED: 03/25/1983

REVISED: 02/18/2025

REVIEWED:

Board of Trustees
Ontario Public Library

Page 1 of 1

Appendix 4070.1 Staff Acknowledgment Form

System Staff Acknowledgment Form

I understand that my access to data, information, and records (all hereinafter referred to as Information) maintained in the manual and automated information and records systems (all hereinafter referred to as the System Information Systems) of the OWWL Library System is limited by my needs for the information in the performance of my job duties.

By my signature below, I affirm that I have been advised of, understand, and acknowledge the following terms and conditions of my access to Information contained in the System Information Systems.

- 1) I will use my authorized access to Information Systems only in the performance of the responsibilities of my position as an employee of a member library or direct employee of the System.
- 2) I will comply with all controls established by the System regarding the use of information maintained within the System Information Systems.
- 3) I will avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable the System policy and Federal or State law. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of a member library or the System.
- 4) I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
- 5) When discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.
- 6) I understand that any violation of System policies related to the appropriate release of or disclosure of Information may result in one or more sanctions, including immediate termination of my access to the System Information Systems, criminal penalties, or civil liability.

I affirm that I have been given the opportunity to review the Systems and Confidentiality of Library Records Policy and other NYS and the System policies referenced therein, and I further affirm that my questions about those policies have been answered to my satisfaction.

Employee Name

Title

Employee Signature

Date

Ontario Public Library

Strategic Plan 2020-2024

Our Mission

The mission of the Ontario Public Library (OPL) is to connect community members and resources in a welcoming and inclusive environment that fosters creativity and continuous learning.

Strategic Goals

1. Library Space: Improve the Library Facility to Meet the Needs and Expectations of Community Members

Project Leader: Library Director

Project Team: Executive Board or appointed Trustee, Library Assistant, Youth Services Librarian, Town Liaison, Code Enforcement Officer

Purpose: The community survey confirmed a need to rethink library space to provide functional and attractive spaces. Floor space is at capacity. Patrons visit the library as much for information, materials, and programs, as to work and relax enjoying the public space, nurturing positive experiences. Such experiences contribute to the culture and well-being of a vibrant community. We will shift from creating programs based on furnishing and components to creating a space to foster activities and evoke positive feelings. With low cost improvements the layout will be reconfigured to increase public-area work and meeting spaces, improve security, improve access to collected materials, and address acoustic concerns.

Measurements:

- i. Conduct staff and public feedback surveys to gauge levels of satisfaction with building changes; 80% will rate the changes “substantially improved.”
- ii. Public use of space will grow by 10% over 2020 as measure by NYSL Dept. of Library Development tracking requirement for community use of space.
- iii. Facility improvement plan will be reviewed annually each February and accomplishments reported to the community for previous year.

Action steps:

- Work with consultant to assess scope of needs.
- Adopt library facility improvement plan with time line to best support community use.
- Secure funding to implement plan.
- Repair and replace worn or broken equipment, furniture, and carpeting.

2. Sustainable Funding: Secure Appropriate Funding to Meet Community Needs and Interests

Project Leader: Library Director

Project Team: Board of Trustees, Treasurer

Purpose: Assure funds to meet library costs to deliver required and expected services to community in a functional and attractive space. The library is the only community space that provides services to people of all ages regardless of economic status. From toddlers who acquire early literacy skills critical to school success to retirees interested in expanding their comfort with technology, every community member can benefit from some services offered at the Library. Even residents who do not use the library know young people, neighbors, friends, local business owners who do. Library leaders have to assure continued access to economical library services.

Measurement:

- i. Increased funds for materials to improve availability of materials to meet the interests of residents.
- ii. Increased budget for programming to correlate with increased attendance and number of programs held.

Action steps:

- Develop five-year financial plan for guidance in preparing annual budget to meet goals herein.
- Develop plan to assess community needs for library hours of operation.
- Determine sources of additional revenue streams in conjunction with Pioneer Library System, the Town of Ontario, Wayne Central School District, and the Friends of the Ontario Public Library.
- Develop means to strengthen communication channels whereby library information is communicated to the Town Board demonstrating community value and use of library.
- Establish channels to communicate financial conservation and financial needs to community at least annually.

3. Marketing Communications Plan: Bolster the Library as a Point of Community Pride

Project Leader: Library Director

Project Team: Staff

Purpose: Ontario residents benefit from a library that works as an active part of the community. To increase awareness of library services and activities among all residents and gather feedback on their needs, the library must ensure that

messages are received by residents through multiple communication tools. Using select digital channels we will tailor our messages to these residents and community groups. Traditional channels will serve to reach additional community members.

Measurement:

- i. Increase new library card holders (members).
- ii. Increase new partnerships in library program planning
- iii. Increase number of program participants
- iv. Increase online engagement

Action steps:

- Adopt Communications Marketing Plan with implementation timeline.
- Connect with community organizations
- Leverage digital channels to drive program participation
- Develop program offerings with a focus on engaging new people.
- Demonstrate responsiveness of library management to community needs

4. Organizational Development: Strengthen Ongoing Institutional Success with Planning and training for Leadership and Staff

Project Leader: Library Director

Project Team: Library Assistant, Personnel Committee Trustee

Purpose: Investing in our most valuable asset

OPL staff are recognized in the community for outstanding customer service. Our recent community service indicated 85% respondents are 'very satisfied' with our customer service. Knowledge and skills required in each staff member, in addition to a courteous and competent manner with the public, continue to change requiring ongoing training and education. The commitment to continuous training and development of new skills and technological abilities is necessary to maintain and increase our strong customer service foundation. Likewise, our trustees recognize the value of continued education in their oversight of library management. Their successful oversight requires this for themselves, and our staff.

Measurement:

- i. This goal will be measured through annual staff development planning and evaluations, and future community surveys every three years.
- ii. Annual New Your State Library requirements for training of individual staff and trustees will be met.

Action steps

- Review, update as appropriate, and adopt Trustee responsibilities policy with consideration of committee or sub-committee roles such as Personnel and Finance, etc.
- Create a recruitment plan for trustee succession.
- Prepare individual staff development plans including work goals to increase knowledge and further develop skills.
- Implement communication channels to keep staff informed on free or low-cost library training opportunities.
- Schedule an annual staff training day to focus on critical staff skills including technology training.
- Acquire appropriate devices for staff to work with to knowledgably support residents with technology.

Ontario Public Library

Policy 4004

GIFTS AND BEQUESTS TO THE LIBRARY

Gifts of money and materials are encouraged and welcomed as a means of supplementing the Library's revenues to support programs and services basic to our mission.

- Gifts of money are tax deductible and will be used to enrich and enhance library programs.
- Gifts of books or other resources may be integrated into the collection, or processed for Friends of the Ontario Public Library for sales and disposition.
- The same selection criterion applies to gifts/donations of materials as to other library acquisitions.
- Generally material gift items will be accepted only for inclusion in the collection as replacement copies or as a duplicate copy for catalogued material in high demand.

Final responsibility for the acceptance of gift materials rests with the Library Director, within the framework of Policies adopted by the Board of Trustees.

Ontario Public Library Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	6400654800
1.2	Library Name	ONTARIO PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Ontario
1.6	Beginning Fiscal Reporting Year	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1850 RIDGE ROAD
1.15	City	ONTARIO

1.16	Zip Code	14519
1.17	Mailing Address	1850 RIDGE ROAD
1.18	City	ONTARIO
1.19	Zip Code	14519
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(315) 524-8381
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(315) 524-5838
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	arehor@owwl.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	https://ontariopubliclibrary.org/
1.24	Population Chartered to Serve (per 2020 Census)	10,446
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/29/1973
1.30	Date the library was last registered	06/09/1969
1.31	Federal Employer Identification Number	161382148
1.32	County	WAYNE
1.33	School District	Wayne Central
1.34	Town/City	Ontario
1.35	Library System	OWWL Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager Anne

1.38 Last Name of Library Director/Manager Rehor

1.39 NYS Public Librarian Certification Number H2H86TA

1.40 What is the highest education level of the library manager/director? Master's Degree

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y

1.43 E-mail Address of the Director/Manager arehor@owwl.org

1.44 Fax Number of the Director/Manager (315) 524-5838

1.45 Does the library charge fees for library cards to people residing outside the system's service area? N

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the vote was held (mm/dd/2024) N/A

4. Was the vote successful? Y/N N/A

5. What type of public vote was it? N/A
- 6a. Most recent prior year approved appropriation from a public vote: N/A
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A
- 6c. Total proposed appropriation (manually sum of 6a and 6b): N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote Wayne Central School District
2. Indicate the type of municipality or district holding the public vote School District
3. Date the last successful vote was held (mm/dd/yyyy) 05/17/2011
4. What type of public vote was it? school district ballot proposition (Ed. Law §259(1)(a))
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? \$10,000

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A

5. Enter the appropriate code for range of services N/A provided (select one):

1.49 For the reporting year, has the library N experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	10,415
2.2	Adult Non-fiction Books	3,524
2.3	Total Adult Books (Total questions 2.1 & 2.2)	13,939
2.4	Children's Fiction Books	8,126
2.5	Children's Non-fiction Books	3,098
2.6	Total Children's Books (Total questions 2.4 & 2.5)	11,224
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	25,163

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	0
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	0

2.12	Total Print Materials (Total questions 2.7 and 2.11)	25,163
------	--	--------

ALL OTHER MATERIALS

2.13	Audio - Physical Units	869
2.14	Video - Physical Units	2,864
2.15	Other Circulating Physical Items	121
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	3,854

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	29,017
------	---	--------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	2,565
2.19	All Other Print Materials	0
2.20	All Other Materials	150
2.21	Total Additions (Total questions 2.18 through 2.20)	2,715

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	33,905
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	3,258
3.3	Registered non-resident borrowers	463

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

- 3.4 Does the library have an open meeting policy? Y
- 3.5 Does the library have a policy protecting the confidentiality of library records? Y
- 3.6 Does the library have an Internet use policy? Y
- 3.7 Does the library have a disaster plan? Y
- 3.8 Does the library have a board-approved conflict of interest policy? Y
- 3.9 Does the library have a board-approved whistle blower policy? Y
- 3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? N

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA

refreshable Braille commonly referred to as a refreshable Braille display

screen magnification software, such as Zoomtext

electronic scanning and reading software, such as OpenBook

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at Children Ages 0-5 60

3.17b Attendance at Sessions Targeted at Children Ages 0-5 1,182

3.18a Number of Sessions Targeted at Children Ages 6-11 86

3.18b Attendance at Sessions Targeted at Children Ages 6-11 2,713

3.19a Number of Sessions Targeted at Young Adults Ages 12-18 11

3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18 176

3.20a Number of Sessions Targeted at Adults Age 19 or Older 155

Note: There has been a change in library director in 2024 and I believe that this is a more accurate count of the programming we did this year.

3.20b Attendance at Sessions Targeted at Adults Age 19 or Older 1,360

3.21a Number of General Interest Program Sessions 2

3.21b Attendance at General Interest Program Sessions 575

3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) 314

3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) 6,006

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions 276

Note: There has been a change in library director in 2024 and I believe that this is a more accurate count of the programming we did this year.

3.24b Total Live Onsite Program Attendance 4,400

3.25a Total Live Offsite Program Sessions 38

Note: There has been a change in library director in 2024 and I believe that this is a more accurate count of the programming we did this year.

3.25b Total Live Offsite Program Attendance 1,606

3.26a Total Live Virtual Program Sessions 0

3.26b Total Live Virtual Program Attendance 0

3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) 314

3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) 6,006

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations 0

3.30 Total Views of Prerecorded Program Presentations within 30 Days 0

3.31 One-on-One Program Sessions 96

3.32 Attendance at One-on-One Program Sessions 139

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2024 calendar year? N

3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes

3.34b Does your library use Facebook for promotion? Yes

3.34c Does your library use Instagram for promotion? No

3.34d Does your library use Twitter/X for promotion? No

3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.36 Library outlets offering the summer reading program 1

3.37 Children registered for the library's summer reading program 198

Note: This answer matches what was recorded in the the Summer Reading Survey. In 2023 we did stop signing up children and teens for Summer Reading. This number reflects how many recording sheets we received.

3.38 Young adults registered for the library's summer reading program 20

Note: This answer matches what was recorded in the the Summer Reading Survey. In 2023 we did stop signing up children and teens for Summer Reading. This number reflects how many recording sheets we received.

3.39 Adults registered for the library's summer reading program 0

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) 218

3.41a Children's program sessions - Summer 2024 35

3.41b Children's program attendance - Summer 2024 1,163

3.42a Young adult program sessions - Summer 2024 3

3.42b Young adult program attendance - Summer 2024 19

Note: There has been a change in library director in 2024 and I believe that this is a more accurate count of the programming we did this year.

3.43a Adult program sessions - Summer 2024 0

3.43b Adult program attendance - Summer 2024 0

3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a) 38

3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b) 1,182

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? Y

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	1
3.51	Summer camp(s)	1
3.52	Municipality/Municipalities	1
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	3
3.55	Total Collaborators (total 3.48 through 3.54)	7

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 0

Note: Previous years counted Storytime sessions in birth to school age AND combined audience. This is a more accurate count

3.57b Focus on birth - school entry (kindergarten) attendance 0

Note: Previous years counted Storytime sessions in birth to school age AND combined audience. This is a more accurate count

3.58a Focus on parents & caregivers sessions 0

3.58b Focus on parents & caregivers attendance 0

3.59a Combined audience sessions 59

Note: Emailed DLD to clarify a question we had regarding this, but we have not heard back. Leaving our numbers until we hear back from DLD.

3.59b Combined audience attendance 1,170

Note: Emailed DLD to clarify a question we had regarding this, but we have not heard back. Leaving our numbers until we hear back from DLD.

3.60 Total Sessions 59

Note: Previous years counted Storytime sessions in birth to school age AND combined audience. This is a more accurate count

3.61 Total Attendance 1,170

Note: Previous years counted Storytime sessions in birth to school age AND combined audience. This is a more accurate count

3.62 - Collaborators (check all that apply):

- a. Childcare center(s) Yes
- b. Public School District(s) and/or BOCES Yes
- c. Non-Public School(s)
- d. Health care providers/agencies
- e. Other (describe using the State note)

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

3.66 - Collaborators (check all that apply)

- a. Literacy NY (Literacy Volunteers of America)
- b. Public School District(s) and/or BOCES
- c. Non-Public Schools

- d. Other (see instructions and describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.68a Children's program sessions

3.68b Children's program attendance

3.69a Young adult program sessions

3.69b Young adult program attendance

3.70a Adult program sessions

3.70b Adult program attendance

3.71 Total program sessions (total 3.68a + 3.69a + 3.70a) 0

3.72 Total program attendance (total 3.68b + 3.69b + 3.70b)

3.73a One-on-one program sessions

3.73b One-on-one program attendance

3.74 - Collaborators (check all that apply):

- a. Literacy NY (Literacy Volunteers of America)
- b. Public School District(s) and/or BOCES
- c. Non-Public School(s)
- d. Other (describe using the Note)

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in Y 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.76a Total group program sessions 6

3.76b Total group program attendance 25

3.77a Total one-on-one program sessions 23

Note: There has been a change in library director in 2024 and I believe that this is a more accurate count of the programming we did this year.

3.77b Total one-on-one program attendance 31

Note: There has been a change in library director in 2024 and I believe that this is a more accurate count of the programming we did this year.

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	18,254
4.2	Adult Non-fiction Books	6,361
4.3	Total Adult Books (Total questions 4.1 & 4.2)	24,615
4.4	Children's Fiction Books	19,309
4.5	Children's Non-fiction Books	4,055
4.6	Total Children's Books (Total questions 4.4 & 4.5)	23,364
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	47,979

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	7,898
4.9	Circulation of Children's Other Materials	1,659
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	9,557
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	57,536

4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No

4.13 Did your library offer automatic renewal for any physical materials during the reporting period? Yes
NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.

REFERENCE TRANSACTIONS

4.14 Total Reference Transactions 1,638

4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

4.15 Does the library offer virtual reference? N

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 TOTAL MATERIALS RECEIVED 7,083

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 TOTAL MATERIALS PROVIDED 7,739

E-RATE

4.18 Does the library file for E-rate benefits? Y

4.19 Is the library part of a consortium for E-rate benefits? Y

4.20 If yes, in which consortium are you participating? OWWL Library System

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library? Yes

5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library? No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library? Yes

5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library? No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to e-audio purchased solely by the library? Yes

5.8 Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.9 Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library? No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to e-videos purchased solely by the library? Yes

5.11 Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.) Yes

5.12 Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library? No

Databases / Online Learning / E-Material Circulation**Research Databases**

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to research databases purchased solely by the library? No

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? No

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period 7,154

5.20 The total circulation of e-serials during the reporting period. 3,416

5.21 The total circulation of e-audio during the reporting period 7,986

5.22 The total circulation of e-videos during the reporting period. 506

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	1
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	1
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	1
6.9	Vacant Library Specialist/Paraprofessional	0.5
6.10	Other Staff	3.5
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	5.50
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.50

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$79,500
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$69,200

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space Y
 - 8b. lighting Y
 - 8c. shelving Y
 - 8d. seating Y
 - 8e. power infrastructure Y
 - 8f. data infrastructure Y
 - 8g. public restroom Y
9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y
10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	39.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	39.00

8.10	Annual Total Hours - Main Library	2,028.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,028.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	ONTARIO PUBLIC LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1850 RIDGE ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	ONTARIO
6.	Zip Code	14519
7.	Phone (enter 10 digits only)	(315) 524-8381
8.	Fax Number (enter 10 digits only)	(315) 524-5838
9.	E-mail Address	ontcirc@owl.org
10.	Outlet URL	www.ontariopubliclibrary.org
11.	County	WAYNE
12.	School District	Wayne Central

13.	Library System	OWWL Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,028
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	123
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Town
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	1981
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2016
25.	Square footage of the outlet	9,000
26.	Number of Internet Computers Used by General Public	5
27.	Number of uses (sessions) of public Internet computers per year	1,601
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access

33.	Wireless Sessions	1,273
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	6400654800
38.	<i>FSCSID</i>	NY0544
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 11

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. N/A

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. N/A

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. 5

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5 years

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

- 1. Status Filled
- 2. First Name of Board Member Anne
- 3. Last Name of Board Member Jurgens
- 4. Mailing Address 5986 Lanson Rd
- 5. City Ontario
- 6. Zip Code (5 digits only) 14519
- 7. E-mail address annejurgens46@gmail.com
- 8. Office Held or Trustee Vice President
- 9. Term Begins - Month July
- 10. Term Begins - Year (year) 2021
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Filling remainder of 2021-2025 term vacated by Michael Schoene

14. The date the Oath of Office (mm/dd/yyyy) was taken 06/16/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/16/2021

16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Rachel

- | | | |
|-----|---|--------------------------|
| 3. | Last Name of Board Member | Lee |
| 4. | Mailing Address | 1005 Lake Road |
| 5. | City | Ontario |
| 6. | Zip Code (5 digits only) | 14519 |
| 7. | E-mail address | rachel.c.lee33@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2025 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2029 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/03/2025 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/03/2025 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Lauren |
| 3. | Last Name of Board Member | Frank |
| 4. | Mailing Address | 2271 Lake Road |
| 5. | City | Ontario |
| 6. | Zip Code (5 digits only) | 14519 |
| 7. | E-mail address | ldrufank@gmail.com |
| 8. | Office Held or Trustee | President |
| 9. | Term Begins - Month | January |

- | | | |
|-----|---|-----------------------------|
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2028 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 12/01/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/01/2023 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Sean |
| 3. | Last Name of Board Member | Arliss |
| 4. | Mailing Address | 6061 Arbor Rd |
| 5. | City | Ontario |
| 6. | Zip Code (5 digits only) | 14519 |
| 7. | E-mail address | bluesky318@rochester.rr.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 12/01/2021 |

15. The date the Oath of Office was filed with town 12/01/2021 or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name of Board Member Gail
3. Last Name of Board Member Kirchgessner
4. Mailing Address 6741 Knickerbocker Rd
5. City Ontario
6. Zip Code (5 digits only) 14519
7. E-mail address kirgx6741@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2027
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 11/29/2022
15. The date the Oath of Office was filed with town 11/29/2022 or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? Y
If yes, complete one record for each taxing authority: if
no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|------|---|-------------------------------|
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or School District | Town of Ontario |
| 3. | Amount | \$608,000 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N |
| 1. | Source of Funds | School District |
| 2. | Name of funding County, Municipality or School District | Wayne Central School District |
| 3. | Amount | \$10,000 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N |
| 11.2 | TOTAL LOCAL PUBLIC FUNDS | \$618,000 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------------------------------|--|---------|
| 11.3 | Local Library Services Aid (LLSA) | \$3,534 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$0 |
| 11.5 | Additional State Aid received from the System | \$1,700 |
| Note: Legislative Aid | | |
| 11.6 | Federal Aid received from the System | \$0 |
| 11.7 | Other Cash Grants | \$0 |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$5,234 |

OTHER STATE AID

- | | | |
|------|---|-----|
| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | \$0 |
|------|---|-----|

Federal Aid / Other Receipts**FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) \$011.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0**OTHER RECEIPTS**

11.14 Gifts and Endowments \$11,603

Note: The amount of the FFRPL Grant we receive had a significant increase from 2023 to 2024.

11.15 Fund Raising \$0

11.16 Income from Investments \$1,640

11.17 Library Charges \$3,837

11.18 Other \$0

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$17,08011.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$640,31411.21 **BUDGET LOANS** \$0**Transfers / Grand Total****TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8) \$0

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$011.25 **BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024** (Same as Question 12.39 of previous year if fiscal year has not changed) \$483,686

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$1,124,000

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$125,462

Note: The Library Director was terminated in August 2024. Position was not filled until 2025.

12.2 Other Staff \$161,056

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) \$286,518

12.4 **Employee Benefits Expenditures** \$177,157

Note: Health Insurance and NYS Retirement contribution increased in 2024.

12.5 **Total Staff Expenditures** (Add Questions 12.3 and 12.4) \$463,675

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$35,880

12.7 Electronic Materials Expenditures \$6,629

Note: In 2023 contributed additional funds to the System's Overdrive account. In 2024 we did not contribute as much.

12.8 Other Materials Expenditures \$2,010

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) \$44,519

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$0

12.11 From Other Funds (71OF) \$0

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) \$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$0

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$4,197
12.19	Telecommunications	\$2,949
12.21	Professional & Consultant Fees	\$69,648
Note: Increased professional fees include: lawyer fees, civil service arbitrator and consulting services due to the termination of the prior library director. Scheduled 3-year financial audit		
12.22	Equipment	\$6,124
12.23	Other Miscellaneous	\$4,856
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$87,774

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$8,877

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0
Other Loans		
12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$604,845

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$604,845

12.39 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024** \$519,155

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$1,124,000

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 02/18/2025

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 07/10/2024

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2023-12/31/2023

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? N
Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0

13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.75
16.2	Total Librarians	3.06
16.3	All Other Paid Staff	3.06
16.4	Total Paid Employees	6.12
16.5	State Government Revenue	\$5,234
Note: Construction Aid was received in 2023 and has not been spent in 2024		
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$17,080
16.8	Total Operating Revenue	\$640,314
16.9	Other Operating Expenditures	\$96,651

16.10	Total Operating Expenditures	\$604,845
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	25,163
16.12a	Total Physical Items in Collection	29,017
16.13	Circulation of Children's Physical Material	25,023
16.14	Total Registered Borrowers	3,721
16.15	Other Capital Revenue and Receipts	\$0
16.16	Number of Internet Computers Used by General Public	5
16.17	Total Uses (sessions) of Public Internet Computers Per Year	1,601
16.18	Wireless Sessions	1,273
16.19	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	6400654800
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CDI
17.7	<i>FSCS ID</i>	NY0544
17.8	<i>SED CODE</i>	650801700003
17.9	<i>INSTITUTION ID</i>	800000035822

SUGGESTED IMPROVEMENTS

Library Name: ONTARIO PUBLIC LIBRARY

Library System: OWWL Library System

Name of Person Completing Form: Anne Rehor

Phone Number: (315) 524-2139

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

**Ontario Public Library
Programming Clerk**

Full Time: 35 hours/week as scheduled, with some evenings and Saturdays as required

Job Title: Full-Time Programming Clerk

Location: Ontario Public Library, Wayne County, New York

The **Ontario Public Library** is seeking an enthusiastic, creative, and outgoing **full-time Programming Clerk** to join our dynamic team. This individual will be responsible for developing, planning, and leading engaging programs for a wide range of ages, including children, tweens/teens, and adults. The ideal candidate will be a proactive problem-solver, team-oriented, and passionate about connecting with and enriching a diverse community.

Please note: Hiring will be subject to meeting Civil Service requirements and successfully passing a background check.

Key Responsibilities:

- **Program Planning & Delivery:** Design, prepare, and lead a variety of interactive programs for children, teens, and adults, including the Summer Reading Program. Work independently and collaborate with the Library Director to ensure programs align with community needs.
- **Program Coordination:** Lead library programs, coordinating with guest presenters and other program leaders. Ensure smooth execution of each event, handling logistics and materials.
- **Community Outreach & Promotion:** Actively promote library programs through multiple channels, including the library website, social media platforms, in-library signage, and circulation desk interactions.
- **Communication:** Effectively communicate ideas and program details to diverse audiences in both oral and written formats, ensuring accessibility and clarity.
- **Trend Awareness:** Monitor current trends, interests, and community needs to continually adapt programming and introduce new, exciting events.
- **Community Engagement:** Strengthen community ties through outreach efforts, including partnering with local organizations and schools to enhance program impact and participation.
- **Circulation Desk Support:** Provide assistance with rotating shifts at the circulation desk, including routine tasks such as checking materials in and out, assisting patrons, and operating the cash register.
- **Volunteer Supervision:** Assist with the recruitment, training, and supervision of library volunteers, ensuring a positive and productive experience for all involved.
- **Professional Development:** Participate in library workshops, staff meetings, and external library or community events to stay current on trends, best practices, and network with other library professionals.

Minimum Requirements:

- **Education:** Associate's degree or higher, or relevant equivalent experience.
- **Experience:** At least 2 years of customer service experience, demonstrating strong interpersonal skills and the ability to work effectively with a variety of people.
- **Technology Skills:** Familiarity with social media platforms (Facebook, Instagram), and basic office software (Google Suite, Microsoft Suite).

Preferred Qualifications:

- **Library Experience:** Prior experience working in a library setting is a plus.
- **Experience with Youth & Family Programs:** Experience working with children, families, or youth groups to plan and facilitate engaging programs.
- **Experience with Senior Services:** Previous work with seniors or intergenerational programming is preferred.
- **Digital Skills:** Proficiency in Canva, WordPress, and other relevant digital platforms for program creation and promotion.
- **Public Speaking:** Comfort and experience in public speaking, with an ability to engage and connect with various community groups.

Salary Range:

\$43,000 - \$45,000 annually (approximately \$23.68 - \$24.73 per hour) based on experience.

Benefits:

- Comprehensive health insurance
- Paid time off (vacation, sick leave)
- Paid holidays
- New York State Retirement System (NYSRS)

If interested, please submit cover letter, resume, and application to ontariolibrarydirector@owwl.org by XX/XX/XXXX.

