

**ONTARIO PUBLIC LIBRARY
BOARD OF TRUSTEES
Agenda: Tuesday, May 20 2025 5:00 PM**

The mission of the 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**
 - i. **Minutes of meeting held February 25, 2025** **Action: Vote**
 - V. **Public Comment:** Members of the public should ask to speak. When recognized by the Chair, state your name and address. Limit comments to 4 minutes or less. If you have questions, someone will contact you.
 - VI. **Trustee Comments**
 - VII. **Mike DeBadts of MMB and Company Audit Presentation**
 - VIII. **Town Updates: Anne Rehor**
 - IX. **Director's Report and Statistics**
 - X. **Financial Report**
 - a. **March 2025 Budget** **Action: Vote**
 - b. **March 2025 Bank Reconciliation** **Action: Vote**
 - c. **April 2025 Budget** **Action: Vote**
 - d. **April 2025 Bank Reconciliation** **Action: Vote**
 - e. **Warrants**
 - Warrant 2025-03-2 \$1,238.37
 - Warrant 2025-04 \$10,468.22
 - Warrant 2025-04-2 \$1,318.02
 - Warrant 2025-05 \$12,181.79
- Totaling: \$25,206.40** **Action: Vote**

XI. Unfinished Business

- a. "Programing Clerk" Hire Update
- b. Telecommunications Update with NFP
- c. Board Role Reports
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee
 - iii. Trustee Education: Anne Jurgens
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner

Action: Vote

XII. Executive Session

Action: Vote

XIII. Next Board Meeting: Tuesday, April 15, 2025 at 5 p.m.

XIV. Adjournment

Action: Vote

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

April 15, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, April 15, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

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

Absent: Rachel Lee (excused)

The Ontario Public Library Mission Statement was read aloud by Ms. Jurgens.

Approval of the Agenda

MOTION 20250415-1: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the agenda as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of Minutes

MOTION 20250415-2: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the March 18, 2025 Board meeting minutes as presented.** 3 Ayes 0 Nays 1 Absent 1 Abstention (Jurgens)
MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Ms. Rehor relayed general updates received during last week's Department Head meeting and other interactions with Town employees.

Old Business

Board Role Reports – Board members provided updates as applicable.

Policies to Approve

MOTION 20250415-3: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 2060 Attendance and Leave as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20250415-4: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to remove Policy 2075 ALA Security Employment.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20250415-5: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to adopt Policy 2098 Volunteers as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20250415-6: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4010 Records Access Policy (FOIL) as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20250415-7: A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to adopt Policy 4020.3 Fine and Fee Schedule as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

New Business

The Law Enforcement Policy was discussed.

MOTION 20250415-8: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to adopt the revision to Policy 5030 Trustee Duties and Responsibilities as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Purposes for purchasing a Library cell phone were discussed.

Appointments/Resignations

Ms. Rehor gave a status update on the Programming Clerk hiring process.

Executive Session

None

Adjournment

MOTION 20250415-9: A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner **to adjourn** at 6:46pm. 4 Ayes 0 Nays 1 Absent MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date

From: "Michael DeBadts" <mdebadts@mmb-co.com>
To: "Michele Goodenough" <mgoodenough@owwl.org>
Sent: Tuesday, April 22, 2025 11:07:57 AM
Subject: FW: Audit Options and Follow Up

Michele,

Below is an email I sent a while ago to another library that was reaching out about getting an audit quote. You can kind of ignore the numbers, and specific information for this library, but the descriptions of the different services are there. The thing it doesn't get into in the Agreed Upon Procedures sections is cost, because that can vary based on what the Board wants looked at, it can be as low as \$3,500 for smaller projects and go up from there based on the estimated amount of time, up to a maximum fee.

I am available on 5/20 to come to the meeting, and discuss the options/differences and provide some insight to the Board if they would like.

Sorry for the delay in getting back to you on this. Let me know if you have questions and I can give you a follow up call as well.

Thank you, I hope all is well with you!

Mike

From: Michael DeBadts
Sent: Tuesday, March 12, 2024 11:49 AM
Subject: Audit Options and Follow Up

As a follow up to our conversation last week I wanted to outline the different options for services we could provide, and the fee ranges associated with them.

Audited financial statements - This is the service we previously provided for the Library for the 2018 fiscal year. This is a full audit in accordance with professional standards, and results in the issuance of financial statements. This is the most time consuming and costly of the services we can provide. As with every industry, the accounting profession has seen a strain on resources and shortage of workers in recent years, and we have even seen some competitors get out of certain industries. In addition, there are several new accounting standards that have been implemented since the Library's last audit that will need to be incorporated. This has resulted in a sharp increase in demand for services, and corresponding increase in fees, whereas the fee for the 2018 audit was approximately \$8,000, I would anticipate an for the 2024 year to cost somewhere between \$22,000 and \$25,000. This is particularly true for entities like the Library who only want occasional audits, where the auditor essentially has to audit both beginning and ending balances in order to opine on the financial statements.

Reviewed financial statements - A review is similar to an audit in the sense that the result produces financial statements for the Library, however, the work is less in depth and relies more on analytical analysis

and inquiries than obtaining audit evidence. This is a good option if there is a need for financial statements but no requirement for an audit. A significant difference between an audit and a review is that the audit includes our opinion on the financial statements, and a review does not. Because there is less time involved this option it is a little cheaper, but would still be in the range of \$13,500 to \$15,000.

Agreed Upon Procedures engagement - The other option I mentioned to you was an agreed upon procedures engagement. In this type of engagement the Library agrees to certain testing procedures to be performed, and we then test specific transactions in accordance with the engagement criteria, and report back any findings or instances in which the controls in place were not adhered to. There is no financial statement prepared as part of these engagements, however, this is a great way to have independent eyes look at the processing of transactions, and making sure that policies are in place and being followed.

The other thing we discussed was the timing of work for the Library...at this point I think it would make sense for the Library to plan to have this work done for the period ending 6/30/2024. As it is already mid-March, most firms (like ours) already have the next few months scheduled out, so it is likely that any work wouldn't begin until after this year end anyway, and wouldn't be wrapped up for little bit after that, so you will be well into your 2025 fiscal year before any report is issued.

2025 May Director's Report

Facility

The leak is fixed! (Hopefully). Brian Smith had roofers come out in the beginning of April to fix the leak in the library and one at the front of the building. If it is actually fixed, Brian says that it would be the best \$9,000 he ever spent.

Brian has also had a repair person come out to fix the water damage under the windows behind the couch in the Main Room. It should be completed soon.

Friends of OPL

The Friends had a meeting on May 8. I attended. The Friends agreed to pay for a number of programs this summer and one that extends into the fall. They have agreed to fund:

Wildlife Rock Stars \$350	Final Pizza Party \$250	At least 2 "Color Wars"
		\$160
Red Tie Science Lab \$350	6 Tie Dye Parties \$125	
Super Amy \$325		Continuing Yoga in Fall
		2025 \$560

They also made a plea for their member to be aware of the concerning cuts that are happening to libraries at the Federal Level and to advocate for the library to their local and state representatives.

The next Friends' Meeting will be August 21. And the Annual Book Sale is expected to be October 16-18.

Technology

Open Directory – Matthew returned to finish with the laptops and a general inventory on May 13.

Keeping information about updating the Linux by the end of this year.

Telecommunications Update- Ken from NFP meet with Michele and Anne on April 30 about the updates need to our telephone system. He told us that our system is VERY outdated and could fail at any time. As this is in Part 1 of the construction grant, I recommend that we get the work done before we do the major construction and have NFP update the phones in August or September 2025. NFP is on board with that plan.

Here is a comparison of what we have verses what NFP s proposing:

Our Phone as is now:

2 phone lines in 1 fax line

7 corded phone lines 1 cordless that does not full work

Unable to send calls to extensions

Voicemail is not personalized to OPL

Busy signal if either line is busy

New Phone System:

2 phone lines in 1 fax line (Possible 3 phone lines with additional monthly cost)

7 corded phone lines 2 cordless

Caller ID

Designated mailboxes for targeted voicemail as well as personalized voicemail for OPL

Talk to Techs about 2 Factor Authentications (Maybe something we can get apps to help us with?)

Move to SIP (over the internet phone system) instead of over the phone lines

Possible cost savings on monthly bill if we stay with only 2 phone lines

Cost that are known today: \$109 to \$149 for corded phones

\$249 for cordless phones

NFP is the company that the town works with, so they have awareness of where lines come in and how they connect within the building. They are also the company that ran the fiber optic lines through the library. NFP is looking to help us out by donating the new server that we would need to host the phones system at a cost saving for us of \$499. Ken also said that they will donate labor and help to make sure that our wiring is all correct after the ceiling move (maybe). And donate the cable and labor that we would need to make the phone system work for us in the 1st place. Please note that the phone systems will last for 8-10 years, so we will need to budget for a new one in the future.

Programming

The theme of March at the Ontario Public Library was Looking after Yourself. We practiced Mindful Watercolor painting in our Adult Crafting time. Our tech class was about Cutting the Cable Cord and investing your entertainment money in services that work for you. We hosted a class with the Friends of the Library about how to better understand preparing your own taxes.

While on the subject of taxes, over 60 people were helped at the library through the Tax Counseling for the Elderly program that provided free 2024 NY State and Federal tax preparation. We were happy to continue this partnership and hope that we can continue to do so in 2026.

At the end of March, the supervisor's office and the library collaborated on a drive to sign-up community members for RAVE emergency alerts. While we were not overwhelmed with sign-ups on the day, we believe that the signs around town, our newsletter and information on social media allowed us to reach residents that had not had the opportunity to sign-up before. We would like to thank Ben Aman, Kate Baranek and the Town Board for their support of this program.

One of the highlights of April was the Free Scholastic Book Fair that the Ontario Public Library participated in with the OWWL Library System and the Thomas C. Armstrong Middle School. OWWL provided the books and all the 5th, 6th, 7th and 8th grade students stopped in to the school libraries during their English classes. The students picked whichever book they wanted from over 80 different titles and reading levels to take home and keep to read. While the books were provided by the OWWL System, Miss Anne was there all day to provide book recommendations, check-in with kids we haven't seen recently and the razzle-dazzle get kids excited about taking a book home. We gave away 493 books in total! Thank you to Suzanne Macaulay from OWWL and Margaret Dempsey from the Middle School for collaborating on such a successful program.

Personnel

Civil Service has not made the process of hiring the Programming Clerk any easier. At the end of April, following our interviews, we were informed that Civil Service had forgotten to look into making a new position for us. A flurry of emails and calls resulted in adopting Library Assistant as the Civil Service designation that we are now hiring under. At the time of writing this report,

Ontario Public Library May Report

Library Use Metrics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	2,127	2,161	2,571	2,428									9,287
Use of Wifi	131	148	199	211									689
Use of Public Computers	127	134	143	157									561
New Card Holders	28	22	23	16									89
Total Number of Programs	20	28	28	27									103
Kid Attendance	41	207	132	936									1,310
Adult Attendance	159	160	191	147									657
Physical Circulation	3,693	3,523	4,057	3,880									15,153
Digital Circulations	1,996	1,708	1,864	2,002									7,324

One of the highlights of April was the Free Scholastic Book Fair that the Ontario Public Library participated in with the OWWL Library System and the Thomas C. Armstrong Middle School. OWWL provided the books and all the 5th, 6th, 7th and 8th grade students stopped in to the school libraries during their English classes. The students picked whichever book they wanted from over 80 different titles and reading levels to take home and keep to read. While the books were provided by the OWWL System, Miss Anne was there all day to provide book recommendations, check-in with kids we haven't seen recently and the razzle-dazzle get kids excited about taking a book home. We gave away 493 books in total! Thank you to Suzanne Macaulay from OWWL and Margaret Dempsey from the Middle School for collaborating on such a successful program.

Next time you are in the library, check out our community puzzle next to the Adult Fiction Section. It changes about once a month and every day we have patrons old and young working to place that very next piece.

Respectfully Submitted

Anne Rehor

Library Director

5/7/2025

2025 Monthly Director Statistics for Trustees

Library Use Metrics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Library Visits	2,127	2,161	2,571	2,428								
Use of Wifi	131	148	199	211								
Use of Public Computers	127	134	143	157								
New Card Holders	28	22	23	16								
Total Number of Programs	20	28	28	27								
Number Of Kid Programs	3	9	5	8								
Number of Adult Programs	17	19	23	19								
Total Number of Attendance	200	368	323	1083								
Number Of Kid Attendance	41	207	132	936								
Number of Adult Attendance	159	160	191	147								
Total Physical Circulation	3,693	3,523	4,057	3,880								
Kids Circulations	1,773	1,680	2,090	2,002								
Adult Circulations	1,507	1,454	1,585	1,509								
DVD Circulations	413	389	382	369								
Digital Circulations	1,996	1,708	1,864	1,756								
ILls Sent	1,029	1,011	1,123	1,061								
ILls Received	773	805	775	728								
Total Number of Books Purchased	84	136	105	275								
Number of Kids Books	9	66	41	198								
Number of Adult Books	75	70	64	77								

Civil Service has not approved our possible candidates, but we hope that by the May 20 meeting we will have updates.

Town of Ontario News

Anne will be having a meeting with Ben Aman on May 13 to talk about updating our 10-year agreement with the town for the Construction Aid. We will also be talking about the possibility of using the Town's meeting room as storage during construction. And we will be addressing the issue of liability, as construction approaches.

OWWL News

Ron has taken over from Suzanne for all Construction related work. Construction Aid intent to apply is due May 30.

Trustee Workshops -

Upcoming Trustee Handbook Book Club sessions (All times: 5:00 PM to 6:30 PM):

Tuesday, July 15: Recruiting & Retaining Quality Staff

Tuesday, November 18: Next Level Trusteeship: Building an Effective and Impactful Board Culture with guest speaker Terry Kirchner, Executive Director, Westchester Library System

Sexual Harassment Training -

Completed by all staff, except Anne and all Trustees, except Sean.

Respectfully,

Anne Rehor

5/18/25

Attached:

Town Report/Stats April 2025

**Budget
INCOME March 2025**

	Codes	Approved Allocation	Mar	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	621,000	0	621,000	0	100.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
Total A		631,000	0	631,000	0	100.0%
Library Receipts		15,700	742	1,855	13,845	11.8%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	742	632,855	31,845	95.2%

Budget
EXPENSES March 2025

	Codes	Approved Allocation	Mar	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089	18,944	55,460	284,629	16.3%
Personnel Services	A7410.8	179,511	9,638	30,023	149,488	16.7%
Equipment	A7410.2	6,000	184	184	5,816	3.1%
Contractual	A7410.4	139,100	4,616	19,133	119,967	13.8%
Total Budget Expenditures		664,700	33,382	104,801	559,899	15.8%

March 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	748,034.51	Petty Cash/Change Fund	123.79
Plus Income	742.60	CNB Checking	21,890.61
		CNB Savings	954,337.08
Subtotal	748,777.11	Lyons Payroll Checking	52,439.99
Less Expenses	33382.13	Lyons General Checking	6,603.51
		Statement Totals	1,035,394.98
Total	715,394.98	Deposits not Credited	0.00
		Subtotal	1,035,394.98
		Less Outstanding Checks	
		/Charges	0.00
		Total	1,035,394.98
		Less Total Reserve Funds	320,000.00
General Operating Fund		General Operating Fund	715,394.98
Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,814.86	Legal Savings	11,814.86
Interest 1st Q	1.45	Interest 1st Q	1.45
Interest 2nd Q	0.00	Interest 2nd Q	0.00
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	1.45	Interest YTD	1.45
Transfer from Legal Savings Account	0.00	Transfer from Legal Savings Account	0.00
Transfer to Legal Savings Account	0.00	Transfer to Legal Savings Account	0.00
Legal Savings Total	11,816.31	Legal Savings Total	11,816.31
Contingency Reserve Fund	30,000.00	Contingency Reserve Fund	30,000.00
Cash Flow Reserve Fund	110,000.00	Cash Flow Reserve Fund	110,000.00
Audit Reserve Fund	10,000.00	Audit Reserve Fund	10,000.00
Technology Reserve Fund	20,000.00	Technology Reserve Fund	20,000.00
Capital Reserve Fund	150,000.00	Capital Reserve Fund	150,000.00
Total Assigned Reserve Funds	320,000.00	Total Assigned Reserve Funds	320,000.00
Total Operating Funds	1,047,211.29	Total Funds	1,047,211.29

General Operating Fund includes NY State Construction Aid	66,525.00
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**Budget
INCOME April 2025**

	Codes	Approved Allocation	Apr	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	621,000	0	621,000	0	100.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
Total A		631,000	0	631,000	0	100.0%
Library Receipts		15,700	443	2,298	13,402	14.6%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	443	633,298	31,402	95.3%

**Budget
EXPENSES April 2025**

	Codes	Approved Allocation	Apr	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089	28,243	83,703	256,386	24.6%
Personnel Services	A7410.8	179,511	10,551	40,574	138,937	22.6%
Equipment	A7410.2	6,000	329	513	5,487	8.6%
Contractual	A7410.4	139,100	3,677	22,810	116,290	16.4%
Total Budget Expenditures		664,700	42,800	147,601	517,099	22.2%

April 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	715,394.98	Petty Cash/Change Fund	123.79
Plus Income	443.46	CNB Checking	9,798.06
		CNB Savings	954,533.18
Subtotal	715,838.44	Lyons Payroll Checking	21,732.46
Less Expenses	42800.41	Lyons General Checking	6,850.54
		Statement Totals	993,038.03
Total	673,038.03	Deposits not Credited	0.00
		Subtotal	993,038.03
		Less Outstanding Checks /Charges	0.00
		Total	993,038.03
		Less Total Reserve Funds	320,000.00
General Operating Fund 673,038.03		General Operating Fund 673,038.03	
Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,814.86	Legal Savings	11,814.86
Interest 1st Q	1.45	Interest 1st Q	1.45
Interest 2nd Q	0.00	Interest 2nd Q	0.00
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	1.45	Interest YTD	1.45
Transfer from Legal Savings Account	0.00	Transfer from Legal Savings Account	0.00
Transfer to Legal Savings Account	0.00	Transfer to Legal Savings Account	0.00
Legal Savings Total	11,816.31	Legal Savings Total	11,816.31
Contingency Reserve Fund	30,000.00	Contingency Reserve Fund	30,000.00
Cash Flow Reserve Fund	110,000.00	Cash Flow Reserve Fund	110,000.00
Audit Reserve Fund	10,000.00	Audit Reserve Fund	10,000.00
Technology Reserve Fund	20,000.00	Technology Reserve Fund	20,000.00
Capital Reserve Fund	150,000.00	Capital Reserve Fund	150,000.00
Total Assigned Reserve Funds	320,000.00	Total Assigned Reserve Funds	320,000.00
Total Operating Funds	1,004,854.34	Total Funds	1,004,854.34

General Operating Fund includes NY State Construction Aid	66,525.00
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Telecommunications Funding Request

Requesting to approve contracting with NFP to update out telephone system in August or September 2025. Not to exceed the amount of \$5000.