

ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda: Monday, July 14 2025 5:30 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.

1. Call to Order
2. Mission Statement
3. Revisions to Agenda Action: Vote
4. Approval of Minutes Action: Vote
Minutes of meeting held June 17
5. Public Comment:
6. Trustee Comments
7. Town Updates: Anne Rehor
8. Director's Report and Statistics
9. Financial Report
 - a. May 2025 Budget Action: Vote
 - b. May 2025 Bank Reconciliation Action: Vote
 - c. June 2025 Budget Action: Vote
 - d. June 2025 Bank Reconciliation Action: Vote
 - e. Warrants

Warrant 2025 05-2	\$2,189.42
Warrant 2025 06	\$9,779.50
Warrant 2025 06-2	\$3,675.33
Warrant 2025 07	\$11,821.51

Totaling: 27,465.76 Action: Vote
10. Old Business
 - a. Construction Money Update - Discussion
 - b. Construction Assurances Action: Vote
 - c. Engaging an Insurance Broker Action: Vote
 - d. Board Role Reports
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee

Next Board Meeting: Tuesday, August 19, 5:00 P.M.

ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES
Agenda: Monday, July 14 2025 5:30 PM

- iii. Trustee Education: Anne Jurgens
- iv. Director Evaluation/Policy Review: Gail Kirchgessner

- 11. Policies to Approve
 - a. 4003 – Disposition of Library Property Action: Vote
 - b. 4050 – Sale of Items in the Library Action: Vote
 - c. 4055 – Posting of Material in the Library Action: Vote
 - d. 4056 – Distribution of Public Service Materials Action: Vote
 - e. 4057 – Purpose of the Library Display Case Action: Vote
- 12. New Business
 - a. Change Date of September Board Meeting from Tuesday, September 16 to Wednesday, September 10 at 4:30 Action: Vote
 - b. Change Date of November Board Meeting back to November 18 Action: Vote
- 13. Executive Session Action: Vote
- 14. Adjournment Action: Vote

Next Board Meeting: Tuesday, August 19, 5:00 P.M.

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

June 17, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, June 17, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:03pm.

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

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

Approval of the Agenda

MOTION 20250617-1: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the agenda with the following addition:**

- **9. New Business B. Branding Proposal Budget**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20250617-2: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the May 20, 2025 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Abstention (Kirchgessner) MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Ms. Rehor has a meeting next week with the Town regarding insurance coverage.

Old Business

Board Role Reports – Board members provided updates as applicable.

MOTION 20250617-3: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4064 Financial Controls as amended.** 5 Ayes 0 Nays MOTION CARRIED

Old Business (continued)

MOTION 20250617-4: A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to adopt Policy 4001 Open Meeting Law with changes as discussed.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250617-5: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the estimated award amount of \$107,410 for Phase II of Construction.** 5 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 20250617-6: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt the following changes to the Trustee Board meeting schedule:**

- **Monday, July 14th 5:00pm, new time: Monday, July 14th 5:30pm**
- **~~Tuesday, November 18th 5:00pm~~, new date: Monday, November 17th 4:30pm**

5 Ayes 0 Nays MOTION CARRIED

MOTION 20250617-7: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to adopt a branding proposal budget of \$5,000.** 5 Ayes 0 Nays MOTION CARRIED

Executive Session

MOTION 20250617-8: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to enter into Executive Session at 6:39pm 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

6:39pm – Ms. Rehor & Ms. Pierce left

7:15pm reconvene

Adjournment

MOTION 20250617-9: A motion was made by Mr. Arliss, seconded by Ms. Jurgens **to adjourn** at 7:15pm.
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 July Director's Report

Facility

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?

The emergency door just outside the Community Room is rusting out at the bottom of the door. The town has contracted to replace that door.

Friends of OPL

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"
Red Tie Science Lab \$350	6 Tie Dye Parties \$125	\$160
Super Amy \$325		Continuing Yoga in Fall
		2025 \$560

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

Technology

Waiting to have final contract with NFP about updating phone system.

Programming

Summer is officially here at the Ontario Public Library! We had a very busy June; Wayne Primary and Elementary Schools visited and we began our annual Summer Reading program. During the school visits, we hosted 41 classes of kindergarten, 1st, 2nd, 3rd and 4th graders and over 1000 visitors. We not only reviewed what happens at a library, showcased summer events and read a story, but almost every class also made a hydrodipped book end. These unique art pieces can be found in Kids' Chapter Book section.

We also began our 2025 "Color Our World" Summer Reading Session. Summer Reading is the busiest time of the year as we help to educate and entertain Ontario youth while they are off from school. And adults should not feel left out, they are included in the fun. We will be making a reading chain that tracks how much we read during the summer, a different color for each age

group including Adults! Prizes will also be awarded biweekly to adults and teens until the end of August and to kids every time they turn in a reading sheet.

We have also started the events portion of the Summer. On the first day off from school we had the Ice Cream Color Tag Kick-Off Party that hosted 160 people. We hope that we continue to see people having fun here throughout the summer.

Personnel

We have hired Emily Birch as the new programming clerk and Civil Service has approved her.

We have extended page hours during the summer on Mondays and Wednesdays by an hour. We will be losing 2 pages at the end of the summer, so the search is on to replace them. As always, it is a struggle to find high school students with the availability we need.

Town of Ontario News

Kathleen Leszyk has resigned from the Ontario Town Board.

OWWL News

Suzanne Macaulay has left OWWL and has been replaced by Piety Exley as Outreach Coordinator.

Our Construction Aid Request is due on August 15.

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

Respectfully,

Anne Rehor

7/10/25

Attached:

Town Report/Stats May/June 2025

Ontario Public Library July 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	2,360	2,925							14,572
Use of Wifi	131	148	199	211	235	239							1,163
Use of Public Computers	127	134	143	157	150	108							819
New Card Holders	28	22	23	16	105	51							245
Total Number of Programs	20	28	28	27	21	50							174
Kid Attendance	41	207	132	936	125	1009							2450
Adult Attendance	159	160	191	147	162	85							904
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222							22,974
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711							10,834

Summer is officially here at the Ontario Public Library! We had a very busy June; Wayne Primary and Elementary Schools visited and we began our annual Summer Reading program. During the school visits, we hosted 41 classes of kindergarten, 1st, 2nd, 3rd and 4th graders and over 1000 visitors. We not only reviewed what happens at a library, showcased summer events and read a story, but almost every class also made a hydrodipped book end. These unique art pieces can be found in Kids' Chapter Book section.

We also began our 2025 "Color Our World" Summer Reading Session. Summer Reading is the busiest time of the year as we help to educate and entertain Ontario youth while they are off from school. And adults should not feel left out, they are included in the fun. We will be making a reading chain that tracks how much we read during the summer, a different color for each age group including Adults! Prizes will also be awarded biweekly to adults and teens until the end of August and to kids every time they turn in a reading sheet.

Respectfully Submitted

Anne Rehor

Library Director

6/10/2025

2025 Monthly Director Statistics for Trustees

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	2,360	2,925							14,572
Use of Wifi	131	148	199	211	235	239							1,163
Use of Public Computers	127	134	143	157	150	108							819
New Card Holders	28	22	23	16	105	51							245
Total Number of Programs	20	28	28	27	21	50							174
Number Of Kid Programs	3	9	5	8	7	41							73
Number of Adult Programs	17	19	23	19	13	9							100
Total Number of Attendance	200	368	323	1083	230	1094							3,298
Number Of Kid Attendance	41	207	132	936	125	1009							2,450
Number of Adult Attendance	159	160	191	147	162	85							904
Total Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222							22,974
Kids Circulations	1,773	1,680	2,090	2,002	1,774	2,424							11,743
Adult Circulations	1,507	1,454	1,585	1,509	1,480	1,462							8,997
DVD Circulations	413	389	382	369	345	322							2,220
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711							10,834
ILLs Sent	1,029	1,011	1,123	1,061	973	975							6,172
ILLs Received	773	805	775	728	732	728							4,541
Total Number of Books Purchased	84	136	105	275	93	158							851
Number of Kids Books	9	66	41	198	51	113							478
Number of Adult Books	75	70	64	77	60	72							418

**Budget
INCOME May 2025**

	Codes	Approved Allocation	May	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	8,780	11,079	4,621	70.6%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	8,780	642,079	22,621	96.6%

**Budget
EXPENSES May 2025**

	Codes	Approved Allocation	May	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089	19,057	102,760	237,329	30.2%
Personnel Services	A7410.8	179,511	9,646	50,220	129,291	28.0%
Equipment	A7410.2	6,000	260	773	5,227	12.9%
Contractual	A7410.4	139,100	5,649	28,459	110,641	20.5%
Total Budget Expenditures		664,700	34,612	182,213	482,487	27.4%

May 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	673,038.03	Petty Cash/Change Fund	123.79
Plus Income	8780.35	CNB Checking	24,153.36
		CNB Savings	884,722.60
Subtotal	681,818.38	Lyons Payroll Checking	51,006.13
Less Expenses	34612.21	Lyons General Checking	7,304.89
		Statement Totals	967,310.77
Total	647,206.17	Deposits not Credited	0.00
		Subtotal	967,310.77
		Less Outstanding Checks	
		/Charges	104.60
		Total	967,206.17
		Less Total Reserve Funds	320,000.00
General Operating Fund	647,206.17	General Operating Fund	647,206.17
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	979,022.48	Total Funds	979,022.48

General Operating Fund includes NY State Construction Aid	66,525.00
--	-----------

**Budget
INCOME June 2025**

	Codes	Approved Allocation	Jun	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	696	11,775	3,925	75.0%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	696	642,775	21,925	96.7%

Budget
EXPENSES June 2025

	Codes	Approved Allocation	Jun	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089	21,281	124,041	216,048	36.5%
Personnel Services	A7410.8	179,511	11,521	61,741	117,770	34.4%
Equipment	A7410.2	6,000	0	773	5,227	12.9%
Contractual	A7410.4	139,100	4,552	33,011	106,089	23.7%
Total Budget Expenditures		664,700	37,354	219,567	445,133	33.0%

June 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	647,206.17	Petty Cash/Change Fund	123.79
Plus Income	695.98	CNB Checking	11,557.25
		CNB Savings	884,910.45
Subtotal	647,902.15	Lyons Payroll Checking	27,878.29
Less Expenses	37353.67	Lyons General Checking	7,812.64
		Statement Totals	932,282.42
Total	610,548.48	Deposits not Credited	0.00
		Subtotal	932,282.42
		Less Outstanding Checks	
		/Charges	1,733.94
		Total	930,548.48
		Less Total Reserve Funds	320,000.00
General Operating Fund	610,548.48	General Operating Fund	610,548.48
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	1.48	Interest 2nd Q	1.48
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	2.93	Interest YTD	2.93
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	11,817.79	Legal Savings Total	11,817.79
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	942,366.27	Total Funds	942,366.27

General Operating Fund includes NY State Construction Aid	66,525.00
--	-----------

Ontario Public Library

Policy 4003

DISPOSITION OF LIBRARY PROPERTY

The Library's Board of Trustees has the responsibility for determining the appropriate disposition of library property.

1. Equipment including furniture that has been made redundant shall be offered at no cost to **PLS OWWL** libraries, or the town of Ontario, or for sale directly to the public, or through the town of Ontario's public sale, at the discretion of the Library Director.
2. Obsolete technology including computers with no market value shall be disposed of through the town of Ontario, or **PLS OWWL**.
3. Books that have been discarded will be disposed of in accordance with best practices of the library profession and managed by the Library Director. This may include direct sale to book resellers, donated to the Friends of the Ontario Public Library for book sales, or donated to book-based charities.

Ontario Public Library

Policy 4050

SALE OF ITEMS IN THE LIBRARY

Library employees are hired to conduct the daily operations of Ontario Public Library. It is not an objective of the library to provide space or personnel for the distribution of merchandise or materials by local civic, fraternal, service and non-profit organizations.

POLICY ADOPTED: 04/27/1983
REVISED: 11/18/1993
REVIEWED: ~~03/27/2018~~ 07/14/2025

Board of Trustees
Ontario Public Library
Page 1 of 1

Ontario Public Library

Policy 4055

POSTING OF MATERIAL IN THE LIBRARY

In affirming the principles defined in the *Library Bill of Rights* and upholding the constitutional rights of all, the Library's Board of Trustees will not discriminate toward any group or individual in regard to the views or positions they hold and support.

Display areas in the library are limited because of space constraints. Library display areas will be utilized to promote library services, programs, and resources of the Ontario Public Library and the Friends of the Ontario Public Library. In this way the Library shall maintain a consistent policy by including diversity in the materials that are selected for the library's collections but will not infringe upon the rights of the individual by using its limited display resources to present the viewpoints of only a select number of groups or individuals.

Space for public posting is currently available in the lobby of the Town Hall/Library Complex. All such postings are currently routed through the Town Clerk's Office.

Ontario Public Library

Policy 4056

DISTRIBUTION OF PUBLIC SERVICE MATERIALS

A public library has a responsibility to disseminate information that is of interest to its constituents and/or which may be of use/value to the residents of the community. The Library's Board of Trustees recognizes that civic, social, cultural, recreation and educational agencies/organizations regard the library as an appropriate venue for publicizing activities and concerns that are community oriented.

In affirmation of the *Library Bill of Rights*, the Board of Trustees will not discriminate toward any group or individual or the viewpoints they represent. To this end, space is provided for free distribution of brochures and flyers on matters pertinent/ relevant to the needs/ interests of the citizens of Ontario.

Materials to be distributed under this policy must meet the following criteria:

- Publications, i.e. flyers and brochures must be confined to the *Information Rack*;
- Materials of a commercial nature will not be accepted for display but will be referred to the Town of Ontario's *Economic Development* staff liaison;
- Only Library petitions, written and approved by the Board of Trustees are allowed in the library;
- Library employees will not be responsible for contacting agencies, organizations, or individuals regarding the disposal or replacement of materials left in the library for distribution;
- All materials must indicate on each copy the name of the agency or organization responsible for the flyer or brochure;
- Materials should in no way imply sanction by or a connection to the Ontario Public Library unless an official connection does exist;
- All material is provided with display space with the understanding that library staff may discard the materials based on space considerations and currency of material.

POLICY ADOPTED: 01/23/1986
REVISED: 03/18/2014
REVIEWED: 03/27/2018 07/14/2025

Board of Trustees
Ontario Public Library
Page 1 of 1

Obsolete?

Ontario Public Library Policy 4057

PURPOSE OF THE LIBRARY DISPLAY CASES

The purpose of the library display cases, is to exhibit theme-based materials for the interest, information, and advisement of the people in the community

- The Library Director, or a delegated staff member, is responsible for determining the appropriateness of topics/subjects;
- A schedule of displays will be determined by the Library Director or a delegated staff member;
- Individuals and organizations in the community will be encouraged to suggest themes and provide materials for the display case;
- Exhibits promoting commercial enterprises/activities shall not be eligible for the display case but such enterprises shall be referred to the Town of Ontario's Economic Development staff liaison;
- Exhibits must meet the criteria of public interest or subjects that are informational and/or promote the goals, resources, or services of the library;
- Although the display case is locked, the Board of Trustees, the Library Director and staff cannot assume responsibility for possible damage due to theft or vandalism;
- Items for the display case will not be accepted without a waiver signed by the owner(s) absolving Ontario Public Library and the Town of Ontario, of liability for loss or damage to property in the case through theft and/or vandalism;
- A record of exhibit materials will be made for each exhibit and will be kept on file in the Library.