

Ontario Public Board of Trustees
Agenda: Tuesday, August 19, 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.

1. Call to Order
2. Mission Statement
3. Revisions to Agenda Action: Vote
4. Approval of Minutes Action: Vote to approve
Minutes of July 14, 2025
5. Public Comment:
6. Trustee Comments
7. Town Updates: Anne Rehor
8. 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. Policies to Approve
 - i. 4002 Public Safety Action: Vote
 - ii. 4002.2 Enforcement of Public Safety & Library Suspension Action: Vote
 - iii. 4062 Annual Reports Action: Vote
 - iv. 4080 Community Room Use Action: Vote
 - v. 5050 Library Trustee & Public Relations Action: Vote
 - C. Assurances for 2026 Construction Aid Action: Vote
 - D. Discontinuation of Hoopla Subscription September 1st Action: Vote
9. New Business
 - A. 2026 Budget Presentation then Discussion –
 - B. NYLA Conference November 6-8 up to \$2500 Action: Vote
 - C. 2026 Holiday Calendar Action: Vote
 - D. Accept resignation of Jenna Holihan and the extension of employment of Molly Sutton end date TBD Action: Vote
10. Executive Session Action: Vote
11. Adjournment Action: Vote

Next Board Meeting: MONDAY, September 8, 4:30 P.M.

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

July 14, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Monday, July 14, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:30pm.

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 Ms. Lee.

Approval of the Agenda

MOTION 20250714-1: A motion was made by Ms. Jurgens, seconded by Mr. Arliss, to approve the agenda with the following additions:

- 8. Director's Report and Statistics - add "Action: Vote"

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20250714-2: A motion was made by Ms. Lee, seconded by Ms. Jurgens, to approve the June 17, 2025 Board meeting minutes as presented. 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Addressed in Director's Report.

Director's Report

MOTION 20250714-3: A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, to approve the Director's report as presented. 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20250714-4: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the May 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-5: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the May 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-6: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee **to approve the June 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-7: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the June 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-8: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve payment of the four warrants in the amount totaling: \$27,465.76.**

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

5 Ayes 0 Nays MOTION CARRIED

Unfinished Business

Financing of the construction projects was discussed.

MOTION 20250714-9: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the Construction Assurances.** 5 Ayes 0 Nays MOTION CARRIED

Motion to engage an insurance broker was tabled.

Board Role Reports – Board members provided updates as applicable.

Policies to Approve

MOTION 20250714-10: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4003 Disposition of Library Property as amended with changes as discussed.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-11: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4050 Sale of Items in the Library as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-12: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt Policy 4055 Posting of Material in the Library as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250714-13: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to remove Policy 4056 Distribution of Public Service Materials.** 5 Ayes 0 Nays MOTION CARRIED

Policies to Approve (continued)

MOTION 20250714-14: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to remove Policy 4057 Purpose of the Library Display Case.** 5 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 20250714-15: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt the following change to the Trustee Board meeting schedule:**

- **Tuesday, September 16th 5:00pm, new time: Monday, September 8th 4:30pm**

5 Ayes 0 Nays MOTION CARRIED

The November Trustee Board meeting will remain as scheduled for Monday, November 17th 4:30pm.

Executive Session

MOTION 20250714-16: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 7:32pm 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

7:32pm – Ms. Goodenough & Ms. Pierce left

8:08pm reconvene

Adjournment

MOTION 20250714-17: A motion was made by Mr. Arliss, seconded by Ms. Lee **to adjourn** at 8:08pm.
5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date

Ontario Public Library August 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	3,500						18,072
Use of Wifi	131	148	199	211	235	239	218						1,381
Use of Public Computers	127	134	143	157	150	108	120						939
New Card Holders	28	22	23	16	105	51	35						280
Total Number of Programs	20	28	28	27	21	50	45						219
Kid Attendance	41	207	132	936	125	1,009	1,108						4,469
Adult Attendance	159	160	191	147	162	85	63						967
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456						28,430
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529						12,363

July is traditionally the busiest month of the year at the Ontario Public Library and July 2025 is no exception. We have had big events; Big Giant Truck Day (thank you Ontario Highway Department and Ontario Fire Company!), Wildlife Rockstars (Animal Meet and Greet), Beanboozled (thank you special guest, Ben Aman!) Red Tie Science Lab (Science Magic with Boomerangs) and Super Amy (Science Based Magic Show). If you see kids in tie dyed shirts around Ontario, they may have made them at the library or they could have attended our other creative programs we have held so far, Balloon Sculptures, Color Tag, or Scratch Art.

We have also spent some time at Casey Park's Summer Camp making Hoop Gliders, Magic Colorful Pinwheels and playing Name that Tune. Finally, people of all ages have been counting the minutes that they have been reading and we have been turning them into the colorful paper chain that you can see in and outside of the library. This program continues through August, so feel free to turn in your minutes and become part of our reading chain!

Respectfully Submitted

Anne Rehor

Library Director

8/6/2025

Ontario Public Library

Policy 4002

PUBLIC SAFETY

The library strives to provide a safe space to people of all ages and backgrounds, to operate its premises safely, and to reduce the chance of harm. The library encourages and seeks mutual respect among the public and between the public and its staff.

The library provides services to people regardless of age, origin, gender, race, religion, or personal choices that may at times be offensive to others, but are legal. Services include opportunities for learning, borrowing materials, meeting with others, reading, and nourishing readers.

Staff members are committed to:

- providing an environment that encourages study and exploration;
- helping children find materials for school work and recreational reading;
- helping all members and guests locate informational, cultural and recreational materials, and providing short programs that inform and enrich.

The library ~~will be prohibits~~ smoking and vaping, drugs, and alcohol.

Pandemic Response Plan

In compliance with New York State Labor Law §27-c, Trustees adopted the Ontario Public Library Pandemic Response Plan to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

The Library Director (or the Library Assistant) authorized by the Board of Trustees administers the Pandemic Response Plan, which includes but is not limited to provisions regarding personal protective equipment (PPE). During a declared pandemic, face masks shall be provided to visitors if they do not have their own. If a resident does not want to wear a mask, alternatives to accommodate them shall be via phone, computer, mail, or email, or parking lot service. Persons without a face mask (except those allowed by governmental health guidance) shall not be allowed to enter the library when announcements indicate that masks are required.

Library Code of Conduct

The library shall act in the interest of public safety to remove individuals who become either a threat to themselves or to others, become disruptive to library services, or appear to be engaged in unlawful behavior.

~~Members and guests of all ages shall respect the rights of other members and shall not annoy or harass others refraining from all unacceptable behaviors that include, but is not limited to:~~

- ~~• any behavior that endangers the safety or health of others:~~

POLICY ADOPTED: 11/21/1985
REVISED: ~~11/14/2023~~ 08/19/2025
REVIEWED: 08/19/2025

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Policy 4002

- ~~grabbing, hitting, voicing insults, blocking someone's way, displaying offensive pictures;~~
- ~~stalking, or harassment of library users or personnel;~~
- ~~any behavior with the intent to annoy others by singing, disruptive speaking to others, or in monologues, by swearing and using offensive language, or by behaving in a manner which reasonably can be expected to disturb other persons;~~
- ~~bringing animals other than service animals inside the library without the prior permission of library staff*~~
- ~~taking photographs or videos of library users or personnel without their permission;~~
- ~~illegal use of library resources including improper removal of materials;~~
- ~~destruction or damage to library property.~~

All visitors and users of the Library are subject to these rules:

1. The premises, programs, and services offered by the Library are equally and freely accessible to all residents of Ontario, and may be extended to others with certain additional conditions. You may not restrict another person's access to the Library and its services.
2. At all times, people in the Library and on Library property should not jeopardize the confidentiality of Library records, the physical safety of other people, or the integrity of any property. This includes but is not limited to: unauthorized access to patron information, running, climbing, throwing things, stealing, or otherwise placing people and property at risk of harm.
3. Any conduct that threatens, harms, or targets library employees, volunteers, users, or visitors in a manner forbidden by law is grounds for suspension and/or removal of access to library property and/or library privileges. This includes but is not limited to: harassment, threats, abuse, stalking, and misusing notary services.
4. To ensure a professional and accessible environment, noise, lights, smells, and other stimuli of any kind should not disrupt the use of the Library by others. If you need a place to have a loud conversation, please ask a Library employee for guidance. Animals other than service animals require prior permission of library staff*.
5. In addition to these Rules the Code of Conduct, Library users and visitors must follow the posted rules, the stated condition of access or participation in a particular program or service, and the directives of library employees.

This includes but is not limited to: abiding by the Internet Use policy, following the rules of the ~~Maker Space~~ Ontario Library, and abiding by the request of a Library employee to follow Library rules.

Note: Parents and caregivers are responsible for ensuring that:

- Children act in accordance with the Safe Child Policy (4002.1),
- The behavior of the child(ren) does not present a safety hazard to themselves, other users, or library property

Ontario Public Library

Policy 4002

See Enforcement of Public Safety & Library Suspension (4002.2)

* Service Animal Documentation is not required for public accommodation.

If the necessity of the service dog is not readily apparent, then library staff may ask:

- 1) Whether the animal is required for because of a disability, and
- 2) What work the animal is trained to perform

Disabilities may be physical, sensory, or mental (etc.).

Ontario Public Library

Policy 4002.2

ENFORCEMENT OF PUBLIC SAFETY & LIBRARY SUSPENSION

To maintain public safety and safe access to Library resources, the Library will enforce the Library Code of Conduct (P. 4002) in a fair and reasonable manner:

- ~~Anyone who observes violations of this policy may report them to a staff member who will take appropriate action.~~
- ~~Anyone not complying with the purpose and Library Code of Conduct, or any reasonable request of the staff, normally first, shall be warned by an authorized library representative and shall be advised of the course of action to be taken if the unacceptable behavior continues.~~
 - ~~Additionally, anyone who engages in unacceptable behavior or who refuses to comply with related library staff directions may be asked to leave the library premises, may have library privileges suspended or restricted, and may be barred from all library premises for a specified period of time up to one year.~~
- ~~Staff shall verbally inform any person asked to leave the Library for any duration that ignoring such statement shall be considered trespass.~~
 - ~~The Library staff reserves the right to call the police and take legal action.~~
- ~~Following review of the circumstances of the violation, the Library Director or designee shall issue a written notice to the individual, informing him or her of the nature of the violation, any history of prior infractions of the Code of Conduct, the duration of any suspension, restriction, and/or eviction that is imposed, and any requirements that must be met before the suspension is lifted.~~
- ~~Any person whose library privileges are suspended or restricted or who is evicted from the library premises has the right to appeal by requesting a meeting before the Board of Trustees provided such meeting is requested by written notice addressed to:~~
 - ~~Board President, Ontario Public Library Board of Trustees, 1850 Ridge Road, Ontario, NY 14519,~~
 - ~~and mailed not later than 10 calendar days after the date on which the Library's notification was mailed to the individual.~~
 - ~~Any person requesting a meeting shall have the right to appear in person and to be represented by counsel if he or she chooses.~~

1. If behavior violates the Library's Code of Conduct, but does not pose an immediate threat to safety, property, or Library access: a Library employee will alert notify the person that their behavior is contrary to not consistent with the Library's Code of Conduct, Rules and will provide ask the person with a chance to alter their behavior. Whenever possible, issues will be resolved in a kind informal and friendly way.

2. If behavior poses an immediate threat to safety, property, or to the Library

Ontario Public Library

Policy 4002.2

access of others: a person may be directed to leave the Library immediately by Library staff ~~the worker in charge~~; failure to leave when so directed may lead to charges of trespass.

3. When a person has been required to leave the Library or faces loss of Library access or privileges due to a violation of the Rules-Code of Conduct, they will be given written notice within three days of the incident of any decision to impose loss of access or privileges.

The notice will state:

NAME

ADDRESS

RE: Notice of [Loss of Library Privileges]

Dear NAME:

On DATE, you INSERT CONDUCT, which is barred-prohibited by the Rules of the Library.

As a result, the Library [asked you to leave] and INSERT CONSEQUENCE.

This decision may be appealed by submitting a written appeal to the Library's Board of Trustees at 1850 Ridge Road, Ontario, NY 14519 by DATE.

The next board meeting is DATE, and a notice will be sent within ten days of the board's decision.

Thank you,

NAME

Director

4. When a person appeals the Director's decision, they will be given written notice of the Board's decision within ten days of the board meeting at which the appeal was considered. The notice will state:

NAME

ADDRESS

RE: Your appeal of DATE

Dear NAME:

On DATE, you submitted an appeal of the Library's decision of DATE, which [INSERT CONSEQUENCE].

Ontario Public Library

Policy 4002.2

At the [INSERT DATE] board meeting, the Board has reviewed your appeal and has decided [INSERT DECISION].

Thank you,

NAME

President, Board of Trustees

5. The Board's decision is final.

Ontario Public Library

Policy 4062

ANNUAL REPORTS

The Library Director and Treasurer will prepare the following *Annual Reports* as mandated by the State of New York and the Library Board of Trustees:

- A report on the library's activities will be presented to the Town of Ontario's governing body and members of the community to inform them of library programs and statistics of for the previous fiscal year.
- A report to the New York State Department of Education, Division of Library Development, submitted through the ~~Pioneer~~ OWWL Library System, with mandated information for the previous fiscal year, including:
 - Expenditures and revenues,
 - Additions to library materials,
 - Circulation and reference statistics,
 - Programming and attendance,
 - Staffing and other information on adherence to standards established for public libraries.
- A report on the Library's fiscal condition as of the 31st of December of the previous year shall be prepared and submitted to the Office of the New York State Comptroller.

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Policy 4080

Community Room Use

The Community Room of the Ontario Public Library has a capacity of 36 persons. The entrance is through the Library Main Entrance; there is an emergency exit door. The room does not have running water; the rest rooms are located in the Town Hall outside the Library Main Room.

The primary purpose of the Community Room is the enhancement of library-sponsored activities. The secondary purpose is to provide a meeting place where non-profit organizations and groups may gather on an infrequent or one-time basis to conduct educational, cultural, civic, or charitable activities that benefit the community. Acceptance of an organization or group in one year does not obligate the library in the future. Frequency of meetings by non-library organizations may be limited at the discretion of the Director [RL: Per our last meeting, should w remove this language?].

- First priority is given to library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit Ontario organizations in order of request. Third priority is given to any other non-profit organizations in order of request.
- The library facility is not available for religious, political, or partisan purposes or for the benefit of private individuals or commercial concerns.
- Groups or organizations may not request use of the Community Room on a monthly or regular basis. Because of limited hours of operation on Saturdays, use of the Community Room by any group or organization will not be allowed.
- Groups/organizations from outside the Ontario community may request the room as indicated under Application Procedure.
- Ontario groups/organizations wishing to conduct fund raising activities must request special permission from the Board of Trustees. It is understood that all funds raised will be used to benefit the Ontario community.
- The library reserves the right to cancel an organization's reservation when necessary. Notification will be sent to the organization at least two weeks in advance.
- The Community Room will be unavailable when the library is closed. Closings due to inclement weather or other emergencies are broadcast on radio station WHAM. Notification of other cancellations will be given to the responsible member of the organization as far in advance as possible.

Ontario Public Library

Policy 4080

Publicity for Room Use

All publicity for a meeting room event must meet the following guidelines:

1. The sponsoring organization must be clearly identified.
2. The fact that there is no admission charge must be included.
3. The fact that the library building and Community Room are accessible to persons with physical disabilities must be included.

A copy of any publicity must be filed with the Community Room Coordinator *prior* to the meeting.

Application Procedure:

- A. All application forms must be completed by an adult member (18 years or older) of the requesting organization. Applicants who are 16 -17 years of age may be allowed to schedule the room at the discretion of the Library Director [RL: Per our last meeting, should w remove this language?]. The Youth Services Librarian [RL: Does this role still exist, or does this need to be updated?] may be consulted.
- B. Organizations/groups must submit one application per meeting to the Meeting Room Coordinator at least two weeks, but not more than three months, in advance of the date being requested. Applications for dates three months in advance will not be processed until library program dates have been set.
- C. First priority is given to library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit Ontario organizations in order of request. Third priority is given to any other non-profit organizations in order of request.
- D. Groups or organizations may not request use of the Community Meeting Room on a monthly or regular basis.
- E. Requests for a meeting room can be submitted in person, by fax, or by mail. (Applicants can call the library to request a paper application be mailed or faxed to them.)
- F. If the application is approved, the requested date will be entered on the online reservation system and regarded as confirmed. A notice of confirmation will be mailed or emailed to the responsible member of the organization.

Ontario Public Library

Policy 4080

- G. The Community Room Coordinator must be notified promptly of any cancellations.
Failure to do so will affect future reservation status.

Use of Meeting Room:

- a. All groups must check in and out with the Circulation Desk staff.
- b. Use of the room must not interfere with the convenience of Ontario Public Library patrons.
- c. ~~Organizations/groups, which are sponsoring activities/programs open to the general public,~~ Organizations or groups that sponsor programs for the general public must ~~are responsible for~~ complying with accessibility requirements as mandated by the Americans with Disabilities Act of 1990. The library requires Library Director approval for outside programming prior to scheduling the room (Policy 4000.1 Library Materials, Services, and Programs).
- d. No entrance fee may be charged nor may contributions be solicited.
- e. Smoking and/or use of alcoholic beverages in the Community Room or anywhere else in the building are prohibited.
- f. No meals may be prepared or served. Light refreshments such as coffee and cookies are permissible. Organizations must provide all equipment and utensils needed.
- g. The member of the organization signing the Room Use Application will be directly responsible for any damage caused by the group.
- h. The community room may be used only during regular hours of library operations. Meetings/programs must finish 15 minutes before the library closes.
 - For the safety of all, the room shall be scheduled only when three or more staff members are present and working in the library.

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Policy 4080

- i. The organization using the room is responsible for setting up and taking down equipment and leaving the room in order. Equipment available for use is listed on the room use application.
- j. The library is not responsible for the personal belongings of those attending the meeting.

Ontario Public Library

Policy 5050

LIBRARY TRUSTEE & PUBLIC RELATIONS

~~Library trustees, together with library staff, will engage in proactive efforts to create a positive image for the library in the community.~~ The Library Board of Trustees, together with library staff, are dedicated to creating and maintaining a positive relationship with the community. Specifically, Library Trustees shall:

- Provide budget support for public relations to reach those groups and individuals in the library's service area who are not currently using the library's resources.
- Create a strong policy statement in support of a proactive public relations program and review it periodically.
- Promote the library by ~~speaking before~~ engaging with [RL: I suggest "engaging with", because there are different ways to promote the library – not just speaking] community groups, organizations, clubs, key leaders in the community, and the general public.
- Review the actual performance of the library to ensure that the needs of the community are being met, specifically:
 - Are the hours convenient?
 - Is the library *user friendly*; specifically, is the staff well trained and responsive to needs of the public?
 - Do the materials reflect the needs and interests of the community?
 - Do the library's resources include the latest in technological innovations within the constraints of space and budget?
- Maintain a close and open rapport with members of local, country, and state government. ~~figures in government both at the local, county, and state levels.~~
- Raise the public's awareness of the library by involving trustees in fund raising activities. [RL: To me, raising public awareness is not the same as fundraising. The primary purpose of fundraising is to raise funds, and we already have a bullet about raising public awareness. Additionally, the lead-in sentence for this list is about what the Trustees will do, so it's an odd choice to include "by involving the Trustees" in this item. By definition, every item in this list is something that involves the Trustees. I suggest either removing this item, or refocus this bullet on fundraising, not public awareness.]

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Policy 5050

- Ensure that the library is located in an area that is physically visible to the general public.
[RL This item seems unexpected. What does it mean? That the building is visible from the road? Or a parking lot? Is this item necessary, or can we remove it?]
- Involve the community in the **development, review, and evaluation** of library resources and services by regularly collecting and evaluating data through survey instruments.

ASSURANCES

State Aid for Library Construction Program (FY 2025-2026)

The applicant hereby gives assurances of the following:

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

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

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

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

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

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

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

OR

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

OR

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

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

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

OR

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

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- ☒ The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer's warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

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

_____ Library at a legal meeting

on _____ 2025.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

DRAFT INCOME 2026

OPL 8/19/2025

	CODES	2024	2025	2026	\$Change	%Change
Town of Ontario	A2360	608,000	621,000	570,000	(51,000)	-8.2%
WCSD	A1001	10,000	10,000	10,000	0	0.0%
Library Receipts		13,000	15,700	16,100	400	2.5%
Fund Balance	A909	18,033	18,000	0	(18,000)	-100.0%
TOTAL INCOME		649,033	664,700	596,100	(68,600)	-10.3%

DRAFT EXPENSES 2026

OPL 8/19/2025

	CODES	2024	2025	2026	\$Change	% Change
Personnel Wages	A7410.1	338,443.00	340,089	296,500	(43,589.00)	-12.8%
Personnel Services	A7410.8	161,160.00	179,511	148,100	(31,411.00)	-17.5%
Equipment	A7410.2	9,000.00	6,000	6,000	0.00	0.0%
Contractual*	A7410.4	140,430.00	139,100	145,500	6,400.00	4.6%
TOTAL EXPENSES		649,033	664,700	596,100	(68,600.00)	-10.3%

*retirement

Ontario Public Library

2026 Staff Calendar of Closings

includes Trustee Meetings

The Library will be closed as follows:

All Sundays

January 1	Thursday	(H) New Year Day Observed
January 19	Monday	(H) Martin Luther King Jr. Birthday

April 4	Saturday	Easter Saturday
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May 23	Saturday	Memorial Day Weekend
May 25	Monday	(H) Memorial Day

June 19	Friday	(H) Juneteenth
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Summer Season Saturdays

- June 20, 27
- July 4, 11, 18, 25
- August 1, 8, 15, 22, 29
- Sept. 5

July 3	Friday	(H) Independence Day
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September 7	Monday	(H) Labor Day
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October 12	Monday	(FH) Indigenous People's Day (Columbus Day)
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November 11	Wednesday	(FH) Veteran's Day
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November 25	Wednesday	Close @ 3:00pm
November 26	Thursday	(H) Thanksgiving
November 27	Friday	(H) Day after Thanksgiving
November 28	Saturday	Thanksgiving weekend

December 24	Thursday	(H) Christmas Eve
December 25	Friday	(H) Christmas Day
December 26	Saturday	Christmas Weekend
December 31	Thursday	Close @ 3pm

January 1, 2027	Friday	(H) New Year's Day-Holiday in 2027
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10 Paid Holidays (H) + 2 Floating Holiday (FH) = 10(H) + 2(FH) = 12 Total

Library Board of Trustees Meetings 2026: All Board Meetings are open to the public. Trustees meet monthly in the Library Community Room. The meetings start at 5:00 PM on the third Tuesday unless otherwise posted:

January 20 February 17 March 17 (4PM) April 21 May 19 June 16

July 13 (Monday) August 18 September 15 October 20 November 17 December 15

Adopted:

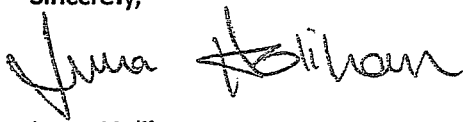
Date: 8/5/25

Ontario Public Library
1850 Ridge Rd.
Ontario, NY 14519

Dear Anne Rehor,

Please accept this letter as notice of my resignation from my position as Library Page. My last day will be 8/12/25.

Sincerely,

A handwritten signature in cursive script that reads "Jenna Holihan". The signature is written in dark ink and is positioned above the printed name.

Jenna Holihan