

ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda: November 17, 2025 4:30 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 October 21, 2025
5. Public Comment:
6. Trustee Comments
7. Town Updates: Anne Rehor
8. Director's Report and Statistics Action: Vote
9. Financial Report
 - a. September 2025 Budget Action: Vote
 - b. September 2025 Bank Reconciliation Action: Vote
 - c. October 2025 Budget Action: Vote
 - d. October 2025 Bank Reconciliation Action: Vote
 - e. Warrants
 - 2025-09-2 \$6,756.85
 - 2025-10 \$21,288.69
 - 2025-10-2 \$2,876.19
 - 2025-11 \$10,474.95
 - Totaling: \$41,396.68 Action: Vote
10. Old Business
 - a. Approval of Contractor Confirmation Action: Vote
 - b. Vote to Close Library for Construction Action: Vote
 - c. Vote to Contract with Sheridan Brother's Moving Company to Move Packed Library Contents and purchase Boxes
 - d. Discussion: What happens at the Library to prepare for and during the 2026 Construction
 - e. Board Role Reports
 - i. Construction: Sean Arliss

Next Board Meeting: Tuesday, December 16, 5:00 P.M.

ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES
Agenda: November 17, 2025 4:30 PM

- ii. Strategic Planning: Rachel Lee
- iii. Trustee Education: Anne Jurgens
- iv. Director Evaluation/Policy Review: Gail Kirchgessner

- 11. New Business
 - a. Vote to Approve 2026 Final Budget as adopted by Ontario Town Board on XX
Action: Vote
 - b. Adopt Salaries as budgeted for in 2026 Budget
Action: Vote
 - c. Continue with 2025 Health Care Plan for 2026
Action: Vote
- 12. Executive Session
- 13. Adjournment
Action: Vote

Next Board Meeting: Tuesday, December 16, 5:00 P.M.

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

October 21, 2025

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

Present: Lauren Frank, Anne Jurgens, Gail Kirchgessner, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce, two members of the public

Absent (Excused): Sean Arliss

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

Approval of the Agenda

MOTION 20251021-1: A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to approve the agenda as presented.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Approval of Minutes

MOTION 20251021-2: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the September 8, 2025 Board meeting minutes as presented.** 3 Ayes 0 Nays 1 Abstention (Jurgens) 1 Absent MOTION CARRIED

Public Comment

None

Insurance Presentation

Zac Terpolilli of Canandaigua Insurance Agency presented a businessowners insurance proposal.

5:38pm – Mr. Terpolilli left

MOTION 20251021-3: A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to appropriate up to \$3,500 for Businessowners Insurance.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Trustee Comments

General comments were received.

Town Updates

The Town budget is not set – a budget workshop meeting is being held October 22, 2025.

Ms. Rehor met with new Councilman, Dan Brake.

Board Role Reports

Board members provided updates as applicable.

Unfinished Business

MOTION 20251021-4: A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to delete Policy 5050 Library Trustee & Public Relations.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

New Business

MOTION 20251021-5: Ms. Lee moves that the Ontario Public Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Anne Rehor to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Ms. Jurgens seconds, and the motion passes unanimously. (4 Ayes 0 Nays 1 Absent MOTION CARRIED)

Emily Birch received a 2025 OWWL Library Systems Continuing Education Grant to attend NYLA.

OWWL Evergreen price updates were reviewed.

The 2025 OWWL Library System Annual meeting is Wednesday, November 12th – registration is required. Ms. Rehor and Ms. Frank will each be receiving an award.

MOTION 20251021-6: A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the deaccession of the items as presented on the list dated 10/21/25.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:41pm – Mr. Rohnke left

6:42pm – Ms. Pierce left

Executive Session

MOTION 20251021-7: A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to enter into Executive Session at 6:43pm 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.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

7:27pm reconvene

MOTION 20251021-8: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to recommend to the Ontario Town Board that Scott Rohnke be appointed as Library Trustee to serve a term beginning January 1, 2026 through December 31, 2030.** 3 Ayes 0 Nays 1 Abstention (Jurgens) 1 Absent MOTION CARRIED

Adjournment

MOTION 20251021-9: A motion was made by Ms. Lee, seconded by Ms. Jurgens **to adjourn** at 7:32pm.
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

Deaccession List Ontario Public Library 10/21/2025

- Microfiber Blonde Couch
- Art Wall Strip including poster
- Study Carrel
- Three Red Chairs in Fiction with Matching Table
- Rectangular Table by Circulation Desk
- 9 Wooden Desk Chairs (including 4 Blue Fabric Bottom Chairs)
- Wooden Spindle Table with Green Legs
- 23 Double sided Metal Shelving Units 90 in - Fiction
- 19 Double sided Metal Shelving Units 90 in - Nonfiction
- 8 Double sided Metal Shelving Units 90 in - Large Print
- 5 Double sided Metal Shelving Units 90 in - Large Print/New Books
- 16 90in Shelf Ends

2025 November Director's Report (Mostly Construction Talk)

Facility

Exterior door by Community Room has been replaced. While replacing door, the security system was compromised. While fixing security system, a piece of wallboard had to be cut to allow access. That has yet to be fix, but will be finished before construction begins.

I have gotten the Wayne County Museum to commit to taking the hexagon display case and SOME of the green shelves. The Perry Library may take the current New Book Shelves and some of the current end cap displays. I will endeavor to get rid of the rest, but we may have to scrap them.

We will be talking about moving costs later in the meeting, but I have been in talks with Ben, Brian and Brandon to help take the shelving apart after we empty them to ready them for the pod/dispersal/scrap.

Friends of OPL

We have stopped taking book donations in the hallway Friend's Book drop and the shed is mostly empty to help the library store items during construction. They are discontinuing Games Day during construction at this time.

Technology

Phone System has been updated by NFP in early October. Transition has been relatively smooth. There is an Evergreen update coming up in early December. Should not affect patrons much, it is a backend update for the most part.

When the money from the 2026 aid comes in, I think that we should be buying a new security system.

Programming

See attached Library Report to town for October and November

Personnel

I have had conversations with the staff about what will be happening for them during the months that we will be closed to the public for construction. These conversations will continue into and through the construction period.

Town of Ontario News

Dan Brake, Tim Strickland and Deb Hibbard were elected to the Town Board in the November Election. As was Ben Aman, who won running unopposed. Mr. Aman will have to run again in 2026.

OWWL News

Lauren Frank named OWWL Library Trustee of the Year! WOO-Hoo!

Respectfully,

Anne Rekor

11/17/2025

Attached:

Town Report/Stats October/November 2025

Ontario Public Library November 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	2,964	2,273	2,639			25,948
Use of Wifi	131	148	199	211	235	239	218	215	202	243			2,041
Use of Public Computers	127	134	143	157	150	108	120	94	93	119			1,245
New Card Holders	28	22	23	16	105	51	35	22	39	22			363
Total Number of Programs	20	28	28	27	21	50	45	25	26	32			302
Kid Attendance	41	207	132	936	125	1,009	1,108	636	106	671			6,443
Adult Attendance	159	160	191	147	162	85	63	185	171	205			4,971
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565	4,028	3,629			40,652
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	2,296	1,641	1,537			17,189

Halloween keeps us on our toes in October at the Ontario Public Library. While we had fun decorating with spooky siders in the library, we also got to check out all the creative pumpkins at Casey Park's Pumpkin Walk. Miss Anne went again this year to tell not-so-spooky stories and even though it was sleeting, a bunch of kids and adults braved the elements to party and show off their awesome costumes. Miss Anne and Miss Emily also attended a new event for us, Truck or Treat at Wayne Middle School. We brought our new prize wheel, which was a big hit! Thanks to the Wayne Middle School PTO for inviting us!

We have also been busy arranging our 2026 Construction Project. We are very excited about our changes to the Main Room and are having some upcoming informational sessions over the next few months. The first will be on November 13 at 5pm and will be addressing Ontario's questions about this project. If you can't make this program - no worries - we will be posting updates as they become available on our website or just stop by. We are happy to share our exciting developments!

Respectfully Submitted

Anne Rehor

Library Director

11/4/2025

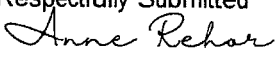
Ontario Public Library October Report

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	2,964	2,273				23,309
Use of Wifi	131	148	199	211	235	239	218	215	202				1,798
Use of Public Computers	127	134	143	157	150	108	120	94	93				1,126
New Card Holders	28	22	23	16	105	51	35	22	39				341
Total Number of Programs	20	28	28	27	21	50	45	25	26				270
Kid Attendance	41	207	132	936	125	1,009	1,108	636	106				4,194
Adult Attendance	159	160	191	147	162	85	63	185	171				1,323
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565	4,028				37,023
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	2,296	1,641				15,652

In the summer, Ontario's kids take over the library - we have dozens of programs, they are off from school and are all over the place. In the fall, it is the adult programming's time to shine! We have welcomed back Chair Yoga and our Tech Help programs - both instructors are very well liked by our patrons. Adult Afternoon Craft was a sold out program and you can still check out the fabulous dirty pour paintings that our artists did in the library.

To keep things fresh, we are trying out a Tai Chi class on Monday afternoons. This class is in partnership with Lifespan, an organization that connects elders with resources in their community. It has been success - almost filling the room since we started in mid-September.

Even though they kids have gone back to school, we still wanted to make sure they could still have library fun and build a LEGO zoo. Their creations are still on display in the Kids' Room!

Respectfully Submitted

 Library Director
 10/9/2025

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	3,500	2,964	2,273	2,639			25,948
Use of Wifi	131	148	199	211	235	239	218	215	202	243			2,041
Use of Public Computers	127	134	143	157	150	108	120	94	93	119			1,245
New Card Holders	28	22	23	16	105	51	35	22	39	22			363
Total Number of Programs	20	28	28	27	21	50	45	25	32	32			302
Number Of Kid Programs	3	9	5	8	7	41	38	15	7	10			143
Number of Adult Programs	17	19	23	19	13	9	7	10	19	22			158
Total Number of Attendance	200	368	323	1083	230	1094	1,171	821	277	876			6,443
Number Of Kid Attendance	41	207	132	936	125	1009	1,108	636	106	671			4,971
Number of Adult Attendance	159	160	191	147	162	85	85	185	171	205			1,528
Total Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565	4,028	3,629			40,652
Kids Circulations	1,773	1,680	2,090	2,002	1,774	2,424	3,169	2,296	1,983	1,733			20,924
Adult Circulations	1,507	1,454	1,585	1,509	1,480	1,462	1,916	1,901	1,795	1,563			16,172
DVD Circulations	413	389	382	369	345	322	371	368	250	333			3,542
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	1,648	1,641	1,537			17,189
ILs Sent	1,029	1,011	1,123	1,061	973	975	1,007	971	988	1,081			10,219
ILs Received	773	805	775	728	732	728	818	718	786	733			7,636
Total Number of Books Purchased	84	136	105	275	93	158	59	79	83	256			1,328
Number of Kids Books	9	66	41	198	51	113	6	0	30	154			668
Number of Adult Books	75	70	64	102	81	98	104	128	70	102			894

**Budget
INCOME September 2025**

	Codes	Approved Allocation	Sep	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	554	18,087	-2,387	115.2%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	554	649,087	15,613	97.7%
NY Construction Aid				3,553		

Total Income Budgeted & Aid: 668,253

Budget
EXPENSES September 2025

	Codes	Approved Allocation	NY Cont. Aid	Sep	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089		33,075	201,430	138,659	59.2%
Personnel Services	A7410.8	179,511		10,310	93,442	86,069	52.1%
Equipment	A7410.2	6,000	1,680	1,680	2,453	5,227	40.9%
Contractual	A7410.4	139,100	1,873	7,916	49,314	91,659	35.5%
Total Budget Expenditures		664,700	3,553	52,980	346,640	321,613	52.1%

Total Expenditures Budgeted & Aid: 668,253
NFP Telephone System 3,553

September 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	542,213.55	Petty Cash/Change Fund	296.29
Plus Income	553.93	CNB Checking	29,973.87
		CNB Savings	729,951.16
Subtotal	542,767.48	Lyons Payroll Checking	44,156.76
Less Expenses	52,980.31	Lyons General Checking	8,782.19
		Statement Totals	813,160.27
Total	489,787.17	Deposits not Credited	0.00
		Subtotal	813,160.27
		Less Outstanding Checks	
		/Charges	3,373.10
		Total	809,787.17
		Less Total Reserve Funds	320,000.00
General Operating Fund	489,787.17	General Operating Fund	489,787.17
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	1.48	Interest 2nd Q	1.48
Interest 3rd Q	1.49	Interest 3rd Q	1.49
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	4.42	Interest YTD	4.42
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	11,819.28	Legal Savings Total	11,819.28
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	821,606.45	Total Funds	821,606.45

General Operating Fund includes
NY State Construction Aid
(66,525-3,553 NFP Phone System) 62,972.00

**Budget
INCOME October 2025**

	Codes	Approved Allocation	Oct	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	461	18,547	-2,847	118.1%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	461	649,547	15,153	97.7%
NY Construction Aid				3,668		

Total Income Budgeted & Aid: 668,368

Budget
EXPENSES October 2025

	Codes	Approved Allocation	NY Const. Aid	Oct	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089		22,270	223,700	116,389	65.8%
Personnel Services	A7410.8	179,511		10,161	103,603	75,908	57.7%
Equipment	A7410.2	6,000	1,680	0	2,453	5,227	40.9%
Contractual	A7410.4	139,100	1,988	14,731	64,045	77,042	46.0%
Total Budget Expenditures		664,700	3,668	47,161	393,801	274,567	59.2%

Total Expenditures Budgeted & Aid: 668,368

NFP Telephone System 3,553

Bid Legal Notice Times of WC 114.58

October 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	489,787.17	Petty Cash/Change Fund	260.84
Plus Income	460.72	CNB Checking	24,395.04
		CNB Savings	710,105.74
Subtotal	490,247.89	Lyons Payroll Checking	19,611.02
Less Expenses	47,161.07	Lyons General Checking	9,087.82
		Statement Totals	763,460.46
Total	443,086.82	Deposits not Credited	0.00
		Subtotal	763,460.46
		Less Outstanding Checks	
		/Charges	373.64
		Total	763,086.82
		Less Total Reserve Funds	320,000.00
General Operating Fund	443,086.82	General Operating Fund	443,086.82
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	1.49	Interest 3rd Q	1.49
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	4.42	Interest YTD	4.42
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	11,819.28	Legal Savings Total	11,819.28
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	774,906.10	Total Funds	774,906.10

General Operating Fund includes NY State Construction Aid (66,525-3667.58 NFP Phone System & Bid Legal Notice)	62,857.42
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ESTIMATED COST OF SERVICES --- MOVING QUOTE

Materials

1.5 Box	3.0 Box	2 Men and 1 Truck
550 - 570	30 - 40	3 - 4 hours
\$2.85	\$4.00	\$167.00 / hour
\$1,567.50 - \$1,624.50	\$120.00 - \$160.00	\$501.00 - \$668.00
Small Box	Medium box	Delivery of Packing Materials

Subtotal

\$2,188.50 - \$2,452.50

Sales Tax (8.25%)

\$139.22 - \$147.22

Total Materials

\$2,327.72 - \$2,599.72

Move 5584-1

Local Moving Services

3 Movers and 1 Truck

3.5 hours

\$216.00 / hour

\$756.00

Estimated Travel Time

1.25 hours

\$216.00 / hour

\$270.00

Total Local Moving Services

\$1,026.00

Please note the above price is an estimate based on the inventory provided. Actual charges will be based on hours worked.

Please note that we charge roundtrip travel time from our warehouse. The time shown here is an estimate based on Google Maps.

Grand Total

\$3,353.72 - \$3,625.72