

# ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda: January 20, 2026 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.

1. Call to Order
2. Mission Statement
3. Revisions to Agenda Action: Vote
4. Approval of Minutes  
Minutes of meeting held December 16, 2025 Action: Vote
5. 2026 Trustee Board Positions Action: Vote
6. Public Comment
7. Trustee Comments
8. Town Updates: Anne Rehor
9. Director's Report and Statistics Action: Vote
  - a. Talk about FY26 Aid Request updates
  - b. Construction Update
10. Financial Report Action: Vote
  - a. November 2025 Budget
  - b. November 2025 Bank Reconciliation
  - c. December 2025 Budget
  - d. December 2025 Bank Reconciliation
  - e. Warrants  
2025-11-2 \$40,777.00  
2025-12 \$18,938.67  
2025-12-1 \$4,986.98  
2025-12-3 \$3,752.89

Totaling: \$68,455.54 Action: Vote
11. New Business Action: Vote
  - a. Fixed Assets List
  - b. Friends & Foundation of RPL 2025 Report
  - c. Conflict of Interest Annual Updates
  - d. Deaccession: Samsung Television from Teen Section

Next Board Meeting: Tuesday, February 17, 5:00 P.M.

# ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda: January 20, 2026 5:00 PM

- e. Board Roles
- f. Move up to \$150,000 of Fund Balance to Capital Reserve Fund after February 1, 2026 Action: Vote
- g. Trustee Trainings
- h. OWWL Library System Cooperative Costs and System Funded Resources to Member Libraries for Fiscal Year 2026

12. Executive Session

13. Adjournment Action: Vote

Next Board Meeting: Tuesday, February 17, 5:00 P.M.

## Ontario Public Library

### Minutes for the regular meeting of the Board of Trustees

December 16, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, December 16, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

**Present:** Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce, one member of the public

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

#### Approval of the Agenda

**MOTION 20251216-1:** A motion was made by Ms. Jurgens, seconded by Ms. Kirchgessner, **to approve the agenda with the following changes:**

- **Change agenda title date from December 17 to December 16**
- **Move Trustee Comments to end of meeting**

5 Ayes 0 Nays MOTION CARRIED

#### Approval of Minutes

**MOTION 20251216-2:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the November 17, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

#### Public Comment

None

#### Town Updates

OWWL recognition awards for Ms. Frank and Ms. Rehor were acknowledged by D. Hibbard at the Town meeting.

The Town may move S. Rohnke's affirmation to the December 22, 2025 Board meeting.

#### Board Role Reports

Board members provided updates as applicable.

#### Unfinished Business

**MOTION 20251216-3:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the 2026 final budget as adopted by the Ontario Town Board on November 18, 2025.** 5 Ayes 0 Nays MOTION CARRIED

**Unfinished Business (continued)**

**MOTION 20251216-4:** A motion was made by Mr. Arliss, seconded by Ms. Lee **to adopt the salaries as budgeted for in the 2026 budget beginning January 1, 2026.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20251216-5:** A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to continue with the 2025 health care plan for 2026.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20251216-6:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to adopt the pay schedule for staff during construction.** 5 Ayes 0 Nays MOTION CARRIED

**New Business**

**MOTION 20251216-7:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the Strategic Plan: 2026-2028 as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20251216-8:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the deaccession of the items as presented on the list dated 12/16/25 with the addition of the circulation desk.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20251216-9:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the pre-authorization of routine payments as presented for 2026.** 5 Ayes 0 Nays MOTION CARRIED

**Trustee Comments**

General comments were received.

**Executive Session**

**None**

**Adjournment**

**MOTION 20251216-10:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss **to adjourn at 5:58pm.** 5 Ayes 0 Nays 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 12/16/25**

- All Wooden shelving behind circulation desk attached to wall and the circulation desk.
- Polycom Full Duplex Conference Phone
- Circulation Desk

# Director's Report: Under Construction

## Construction Schedule Summary:

1. Demolition
  - Started Monday, 1/12
  - Demo Dumpster arrives on 1/12 leaves 1/15
  - Demo complete 1/14
  - Reno Dumpster 1/16
2. Furniture and Materials
  - Storage unit has been delivered
  - Movers on site: 1/8 around 9:00 AM to move furniture and books
  - Whitney East assisted with movers
3. Project Timeline
  - Expected completion: March 6
  - Shelving assembly: begins ~February 23
  - Millwork: 8–10 week lead time; likely last item installed
4. IT & Technology
  - Anne will submit a ticket to IT late February / early March for final tech setup for New Desk
5. Site & Building Access
  - Roof leak: Town is contacting roofer for repairs
  - Key holder: Craig/Tim
  - Crew hours: ~7:00 AM – 3:30 PM
  - Library alarm
6. Coming Week 2: Dry Wall and Ceiling Grid
  - Tile arrives late this week

## Ontario Public Library Schedule

## Holds Pick-Up

Schedule:

Week	Day	Pick-Up Time	Location	Notes
Week of 1/12 – 1/18	N/A	N/A	N/A	Holds can be placed starting 1/12; Emily promoting
Week of 1/19 – 1/25	Wednesday – Friday	11:30 AM – 1:00 PM	Backroom	Weekday holds pick-up begins 1/21
	Wednesday – Friday	4:00 PM – 6:00 PM	Backroom	Second weekday shift
	Saturday	10:00 AM – 11:00 AM	Backroom	Saturday coverage
Following Weeks	Monday – Friday	11:30 AM – 1:00 PM	Backroom	Continue weekday holds pick-up
	Monday – Friday	4:00 PM – 6:00 PM	Backroom	Second weekday shift
	Saturday	10:00 AM – 11:00 AM	Backroom	Saturday coverage

## Staffing Notes

- Clerks: Work 7-hour shifts on weekdays; responsible for overall hold pick-up, organization, and patron assistance.
- Pages: Assist during evening weekday shifts (4–6 PM) and Saturday shifts, supporting staff with sorting, patron service, and hold distribution.
- Shift Rotation: Staff will be taking 1 regular day a week (Jill will have 2 days)

## Work from Home (WFH) for Staff

The WFH options focus on program support, digital literacy, administrative improvements, and flexible project contributions, allowing staff to remain productive during closures while supporting the library's mission.

When staff is working from home they have a “Task Tracker” to document hours for time card and retirement.

Here is a list of some of the projects we are looking to complete during WFH:

### 1. Content & Programming Support

- Book Recommendations Work: Compile reading suggestions for patrons, create themed lists, or update internal book guides.

- **Display and Signage:** Design graphics, layouts, or signage for in-library displays to highlight collections.

## 2. Technology & Digital Resources

- **Libre Office Tutorials:** Learn and practice using Libre Office
- **Familiarization with Library Resources:** Explore and review digital platforms including:
  - Libby (e-books and audiobooks)
  - NovelNY (digital collection of novels)
  - Consumer Reports (research resources)
  - Ancestry (genealogy resources)
  - Kanopy (streaming educational videos)
  - Mango (language learning)
  - ASL Inside (sign language resources)

## 3. Administrative & Organizational Work

- **Yearly Trainings to be completed (Harassment, Zimbra, OWWL offerings)**
- **Write Job Descriptions:** Draft job tasks and (hourly, daily, weekly, monthly, yearly).

### Upcoming Programs:

Program	Start Date	Location	Notes
Storytime	Tue 1/20	Library	Weekly Programs resume
Book Club	Wed 1/21	Library	Monthly Meetings resume
Tech With Greg (iOS)	Thu 1/22	Library	Additional session on Monday 1/26
Knitters	Tuesdays	Recreation Center	10:00 AM
Tax Help	Wed 2/4	Town Meeting Room	Runs until early April
Mobile Mammogram	Mon 2/16	Outside in Front Lot	
Take Your Child to Library Day	Sat 2/7	Library	Make and Take Pick up

# Ontario Public Library January 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	1,920	1,550	29,418
Use of Wifi	131	148	199	211	235	239	218	215	202	243	165	179	2,385
Use of Public Computers	127	134	143	157	150	108	120	94	93	119	79	84	1,408
New Card Holders	28	22	23	16	105	51	35	22	39	22	14	12	389
Total Number of Programs	20	28	28	27	21	50	45	25	26	32	36	20	358
Kid Attendance	41	207	132	936	125	1,009	1,108	636	106	671	223	1,030	6,224
Adult Attendance	159	160	191	147	162	85	63	185	171	205	179	109	1,816
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565	4,028	3,629	3,440	3,498	47,590
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	2,296	1,641	1,537	1,613	1,536	20,338

Ontario Public Library ended a very busy 2025 with a jam-packed December! We started the month with another successful Ontario's Annual Holiday Tree Lighting event. The library has developed promotional material, helped structure and performed programming at this event since 2011! Thanks to all that participated and organized!

Preparing for our 2026 construction, was the other big event for the library in December. We had a Cookie Swap and Holiday Party to give Ontario time to celebrate and say goodbye to our current Main Room while enjoying holiday cheer and delicious cookies. It also gave everyone a chance to check out whatever the library has to offer, as we were about to pack up all books, DVDs, audiobooks, cake pans and all other circulating materials to keep them safe during construction.

We officially closed the library on December 22, to get the library ready for construction to start in January. I would like to thank our amazing staff, Sean Arliss, Library Trustee, and Brandon Barnes from the Building Department, for going above and beyond and making this challenging process as smooth as possible. Follow us on Facebook to track our process!

Respectfully Submitted

*Anne Rehor*

Library Director

1/9/2026

# Ontario Public Library

1850 Ridge Road, Ontario NY

[ontariopubliclibrary.org](http://ontariopubliclibrary.org)

315-524-8381



## Purpose of this Letter

This letter clarifies the differences in scope between the Ontario Public Library's Fiscal Year 2022 (FY22) and Fiscal Year 2026 (FY26) Public Library Construction Aid applications and explains why the FY26 project does not conflict with work requested or funded under FY22, including work supported through bonded funds.

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## Background and Administrative Context

- In 2025, the Ontario Public Library experienced a change in administration, and I became the Library Director.
- As part of this transition, I reviewed the FY22 Construction Aid application and related project documentation.
- The FY22 Project Description references a "two part project" and notes that a second phase would include installation of energy efficient lighting in the Main Room.

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## Scope Requested and Funded under FY22 Construction Aid

Although the FY22 narrative referenced a future phase involving lighting, **no lighting, ceiling, electrical lighting, or HVAC work was requested or funded under the FY22 application.**

The FY22 Budget Narrative dated August 26, 2021 shows that the scope of work requested and approved under FY22 Construction Aid was limited to interior space reconfiguration and related support elements, including:

- Interior room construction within the Main Room
- Relocation of the circulation desk and public computing
- Flooring in reconfigured areas
- Circulation service point furnishings as proposed in the FY22 application
- Telecommunications system installation and related wiring

Architectural design services supporting interior construction

The total FY22 Construction Aid request was \$154,617. The FY22 scope focused on interior layout, finishes, furnishings, and telecommunications and did not include building system upgrades.

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## Why the FY26 Project was Pursued

Following my review of the FY22 application and discussions with contractors, it became clear that building system work referenced in the FY22 narrative had not been requested or funded at that time. Contractor consultation indicated that ceiling, lighting, and HVAC systems should be addressed as a coordinated project to support the longevity and functionality of interior improvements. To address these needs, the library pursued FY26 Construction Aid to fund building systems and permanent infrastructure that were outside the scope of the FY22 request.

## **Circulation Area Clarification**

The FY22 application requested funding for circulation service point furnishings as described in the FY22 Budget Narrative. No additional fixed cabinetry or circulation area millwork was requested or funded under FY22.

As library operations evolved and space conditions became clearer, additional fixed storage was identified as beneficial to support staff workflows and long term use of the circulation area. The FY26 application therefore includes fixed cabinetry and related elements as part of a broader building systems and infrastructure project.

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## **Side by Side Project Scope Comparison**

### **FY22 Construction Aid supported requests related to:**

- Interior room construction and reconfiguration
- Flooring and finishes in reconfigured areas
- Circulation service point furnishings as proposed
- Relocation of public service functions
- Telecommunications system installation
- Architectural design services

No lighting, ceiling, electrical, or HVAC work

### **FY26 Construction Aid supports requests related to:**

- Ceiling grid and ceiling tile replacement
- Installation of energy efficient LED lighting
- Electrical work supporting lighting upgrades
- HVAC reorientation to accommodate ceiling and lighting changes
- Permanently anchored shelving and fixed infrastructure
- Fixed circulation area cabinetry and related elements
- No interior room construction, flooring work, or circulation desk replacement

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## **Bonded Funds Clarification**

The FY26 project does not replace, redo, or modify any work requested or funded under the FY22 Construction Aid award. The FY26 application addresses separate building systems and permanent infrastructure that were not included in, funded by, or paid for under the FY22 application, including work that remains associated with bonded financing.

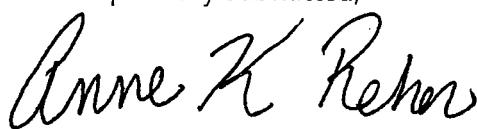
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## **Summary**

- FY22 Construction Aid focused on interior space configuration, finishes, furnishings, and telecommunications.
- FY26 Construction Aid focuses on building systems and permanent infrastructure.
- While the FY22 narrative referenced a future phase involving lighting, no lighting or ceiling work was requested or funded at that time.

The FY26 application represents a separate capital project and does not conflict with the FY22 request. Thank you for the opportunity to provide this clarification.

Respectfully submitted,



Anne Rehor  
Library Director  
Ontario Public Library

**Budget**  
**INCOME November 2025**

	Codes	Approved Allocation	Nov	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%
<b>Total A</b>		<b>631,000</b>	<b>0</b>	<b>631,000</b>	<b>0</b>	<b>100.0%</b>
Library Receipts		15,700	302	<b>18,850</b>	-3,150	120.1%
Fund Balance, unreserved	A909	18,000				
<b>Total Budget Income</b>		<b>664,700</b>	<b>302</b>	<b>649,850</b>	<b>14,850</b>	<b>97.8%</b>
NY Construction Aid				3,668		

**Total Income Budgeted & Aid: 668,368**

**Budget**  
**EXPENSES November 2025**

	Codes	Approved Allocation	NY Const. Aid	Nov	YTD \$ EXP	Amount \$ Variance	Percent Used
<b>Personnel Wages</b>	A7410.1	340,089		22,205	<b>245,905</b>	94,184	72.3%
<b>Personnel Services</b>	A7410.8	179,511		9,887	<b>113,490</b>	66,021	63.2%
<b>Equipment</b>	A7410.2	6,000	1,680	2,598	<b>5,051</b>	2,629	84.2%
<b>Contractual</b>	A7410.4	139,100	1,988	40,029	<b>104,074</b>	37,013	74.8%
<b>Total Budget Expenditures</b>		<b>664,700</b>	<b>3,668</b>	<b>74,719</b>	<b>468,520</b>	<b>199,848</b>	<b>70.5%</b>

**Total Expedintures Budgeted & Aid: 668,368**

**NFP Telephon System 3,553**

**Bid Legal Notice Times of WC 114.58**

**November 2025**  
**Ontario Public Library**

<b>OPERATING FUND</b>		<b>BANK RECONCILIATION</b>	
Beginning Operating Balance	443,086.82	Petty Cash/Change Fund	253.91
Plus Income	302.27	CNB Checking	8,741.12
<b>Subtotal</b>	<b>443,389.09</b>	CNB Savings	625,235.28
Less Expenses	74,719.24	Lyons Payroll Checking	45,496.04
<b>Total</b>	<b>368,669.85</b>	Lyons General Checking	9,259.90
		<b>Statement Totals</b>	688,986.25
		Deposits not Credited	0.00
		<b>Subtotal</b>	688,986.25
		Less Outstanding Checks /Charges	316.40
		<b>Total</b>	<b>688,669.85</b>
		Less Total Reserve Funds	320,000.00
<b>General Operating Fund</b>	<b>368,669.85</b>	<b>General Operating Fund</b>	<b>368,669.85</b>
<b>Assigned Reserve Funds</b>		<b>Assigned Reserve Funds</b>	
<b>Legal Savings Total</b>	<b>11,814.86</b>	<b>Legal Savings</b>	<b>11,814.86</b>
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
<b>Legal Savings Total</b>	<b>11,819.28</b>	<b>Legal Savings Total</b>	<b>11,819.28</b>
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
<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>	<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>
<b>Total Operating Funds</b>	<b>700,489.13</b>	<b>Total Funds</b>	<b>700,489.13</b>

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

**Budget**  
**INCOME December 2025**

	Codes	Approved Allocation	Dec	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%
<b>Total A</b>		<b>631,000</b>	<b>0</b>	<b>631,000</b>	<b>0</b>	<b>100.0%</b>
Library Receipts		15,700	725	19,574	-3,874	124.7%
Fund Balance, unreserved	A909	18,000				
<b>Total Budget Income</b>		<b>664,700</b>	<b>725</b>	<b>650,574</b>	<b>14,126</b>	<b>97.9%</b>
NY Construction Aid				6,668		

**Total Income Budgeted & Aid: 671,368**

**Budget**  
**EXPENSES December 2025**

	Codes	Approved Allocation	NY Const. Aid	Dec	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089		21,612	<b>267,517</b>	72,572	78.7%
Personnel Services	A7410.8	179,511		17,371	<b>130,860</b>	48,651	72.9%
Equipment	A7410.2	6,000	1,680	178	<b>5,229</b>	2,451	87.2%
Contractual	A7410.4	139,100	4,988	11,994	<b>116,069</b>	28,019	83.4%
<b>Total Budget Expenditures</b>		<b>664,700</b>	<b>6,668</b>	<b>51,156</b>	<b>519,676</b>	<b>151,692</b>	<b>78.2%</b>

**Total Expedintures Budgeted & Aid: 671,368**

**NFP Telephone System 3,553**

**Bid Legal Notice Times of WC 114.58**

**LaBella Associates 3000**

December 2025  
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	368,669.85	Petty Cash/Change Fund	141.62
Plus Income	724.52	CNB Checking	20,841.99
<b>Subtotal</b>	<b>369,394.37</b>	CNB Savings	585,370.71
Less Expenses	51,155.74	Lyons Payroll Checking	22,018.95
<b>Total</b>	<b>318,238.63</b>	Lyons General Checking	9,865.36
		<b>Statement Totals</b>	<b>638,238.63</b>
		Deposits not Credited	0.00
		<b>Subtotal</b>	<b>638,238.63</b>
		Less Outstanding Checks /Charges	0.00
		<b>Total</b>	<b>638,238.63</b>
		<b>Less Total Reserve Funds</b>	<b>320,000.00</b>
<b>General Operating Fund</b>	<b>318,238.63</b>	<b>General Operating Fund</b>	<b>318,238.63</b>
<b>Assigned Reserve Funds</b>		<b>Assigned Reserve Funds</b>	
<b>Legal Savings Total</b>	<b>11,814.86</b>	<b>Legal Savings</b>	<b>11,814.86</b>
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	1.49	Interest 4th Q	1.49
Interest YTD	5.91	Interest YTD	5.91
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
<b>Legal Savings Total</b>	<b>11,820.77</b>	<b>Legal Savings Total</b>	<b>11,820.77</b>
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
<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>	<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>
<b>Total Operating Funds</b>	<b>650,059.40</b>	<b>Total Funds</b>	<b>650,059.40</b>

General Operating Fund includes  
NY State Construction Aid  
(66,525-6667.58) NFP Phone System &  
Bid Legal Notice & LaBella Associates

59,857.42

Ontario Public Library Fixed Assets							
Update /13/26	Entity	Purchase Date / Month	Location	Source of Funds	Vendor	Serial Number/Service Tag	Current Value \$
Computer Inventory include all technology until Deac/Removed							
2026							
2025							
	10/17/2025	ONTPUB01	FY 2025	Dell	Pro Slim & Pro 24 monitor	BMRNMDD4	537.96
	10/17/2025	ONTPUB02	FY 2025	Dell	Pro Slim & Pro 24 monitor	CMRNMDD4	537.96
	10/17/2025	ONTPUB03	FY 2025	Dell	Pro Slim & Pro 24 monitor	DMRNMDD4	537.96
	10/17/2025	ONTPUB04	FY 2025	Dell	Pro Slim & Pro 24 monitor	FMRNMDD4	537.96
2024							
	6/27/2024	Staff office	FY2024	Vennill	VMI-Hybrid 2.0 Disc cleaner	240627HY01	1550.00
	10/11/2024	ONTPUBLAP03	FY2024	Dell	Laptop Dell Latitude 5450	FYSRQW3	649.11
	10/11/2024	ONTPUBLAP02	FY2024	Dell	Laptop Dell Latitude 5450	FDZRQW3	649.11
	10/11/2024	ONTPUBLAP01	FY2024	Dell	Laptop Dell Latitude 5450	DYSRQW3	649.11
2023							
	9/19/2023	ONTSTFLAP01	FY2023	Dell	Laptop Dell Latitude 5440	1913FY3	606.65
	9/19/2023	ONTSTFLAP02	FY2023	Dell	Laptop Dell Latitude 5440	7J13FY3	606.65
	10/5/2023	STF163/Circ3	FY2023	Dell	Optiplex 7010	2518911695/BKKY223	690.09
	10/5/2023	STF154/SMH	FY2023	Dell	Optiplex 7010	26826191679/CBNMMDZ3	690.09
	9/19/2023	STF155/MG	FY2023	Dell	Optiplex 7010	20835547023/9KKY223	690.09
	9/19/2023	STF157/JP	FY2023	Dell	Optiplex 7010	29002974015/DBNMDDZ3	690.09
	9/19/2023	STF152/AR	FY2023	Dell	Optiplex 7010	18658764687/*KKY223	690.09
2022							
	12/10/2022	Staff Office	ARPA Grant/Mankelow	Apple, Inc.	iPad Air WiFi A2588	GQFQGYHQCH	600.00
	12/10/2022	Staff Office	ARPA Grant/Mankelow	Apple, Inc.	iPad Air WiFi A2588	LYHFHV22MX	600.00
	12/10/2022	Staff Office	ARPA Grant/Mankelow	Appel, Inc.	iPad Air WiFi A2588	C34K4Y44PR	600.00

\* Technology: No change to value before end of 2nd year owing to PL\_S mediated purchase discount price

12112.92

# Ontario Public Library

## Policy 1040

### CONFLICT OF INTEREST: Appendix A

#### Annual Statements by Trustees, Officers, and Key Employees

The undersigned, a trustee, potential trustee, officer and/or key employee of the Ontario Public Library (the Library), affirms that:

1. I have received a copy of the Library's Conflict of Interest Policy (the Policy);
2. I have read and understand the Policy;
3. I agree to comply with the Policy;
4. To the best of my knowledge, below is a list of every entity in which I am an officer, trustee, member, owner or employee and with which the Library has, or may have, a relationship:

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NONE

5. To the best of my knowledge, below is list of any transaction in which the Library is a participant and in which I might have a conflicting interest:

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NONE

6. I understand the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

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Signature

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Print Name

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Date

The Annual Statements of Conflict of Interest should be held by the Treasurer for record retention and audit purposes

**POLICY ADOPTED:** 09/23/2014  
**REVISED:** 03/15/2022  
**REVIEWED:**

Board of Trustees  
Ontario Public Library  
**Page 1 of 1**



# OWWL LIBRARY SYSTEM

## COOPERATIVE COSTS AND SYSTEM FUNDED RESOURCES TO MEMBER LIBRARIES FOR FISCAL YEAR 2026

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### Notes on Cooperative Costs and System Funded Resources

#### Figures Based on Estimates

The figures outlined in this document are estimates based on potential funding allocations for fiscal year 2026. All cooperative costs and services to Member Libraries are subject to change.

#### Eligibility for Cooperative and System Funded Resources

All OWWL Library System member libraries are eligible for participation in services rendered from cooperative costs and System-funded resources, provided they are in good standing with the “Cooperative Costs to Member Libraries” section of this document, comply with all New York State Minimum Standards for Libraries detailed in Commissioner’s Regulations 90.2, and comply with all applicable OWWL Library System policies.

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### Cooperative Costs to Member Libraries

#### Evergreen Cost Share (\$324,220 Estimated Member Share)

The Integrated Library System (ILS) Cost Share covers the total costs of hosting and maintaining the System-wide Evergreen ILS, including salaries and benefits, equipment hosting, licensing, staff training, cataloging tools, cloud backups, and software updates.

1. Updated Cost Allocation Model: The Evergreen cost share is allocated based on each library’s chartered-to-serve population rather than previous formulas that considered holdings, circulation, and additions to the catalog. This population-based approach provides a more equitable and transparent method for determining each library’s share of costs, aligning with the core mission of libraries to serve their communities.

- a. Impact on Member Libraries: For most libraries, this updated formula will result in a share that reflects their service population, supporting fairness and long-term sustainability.
2. ILS Cataloging: System cataloging services are included in the Evergreen Cost Share.
3. System Subsidy: The OWWL Library System continues to subsidize a portion of the total Evergreen costs to ensure affordability for all member libraries. For FY 2026, the subsidy is projected to be 25%, keeping member contributions manageable.
4. Invoicing: Invoices with detailed cost breakdowns will be sent to library directors in the Fall of 2026.
5. Coverage: The Evergreen Cost Share funds essential components of the ILS service, including
  - a. Hosting and maintaining the ILS
  - b. Salaries and benefits for 3.6 FTE staff
  - c. Equipment hosting and licensing fees
  - d. Staff training
  - e. BookWhere cataloging tools
  - f. Aspen and MessageBee platforms
  - g. Rochester Regional Library Council (RRLC) out-of-system courier service - provides transportation of materials to and from Monroe County Library System libraries, and for the return of Interlibrary Loan items borrowed from most RRLC member libraries.
  - h. Cloud backups via iDrive
  - i. iOS updates and other annual software updates

This integrated approach reinforces fairness, transparency, and long-term stability in the allocation of costs for this essential shared service.

#### **OverDrive Funding Commitment – Fiction Content (\$148,137 Member Library Commitments)**

Member libraries contribute to the fiction collection in the System-wide downloadable OverDrive collection of ebooks and audiobooks. Contributions are based on library usage and may be invoiced twice per year as instructed on the OverDrive Funding Commitment Form. Ordering to meet patrons' needs is done by OWWL Library System and the OverDrive Collection Development Committee, a subcommittee of the Directors' Advisory Committee.

#### **PC Security Software (\$2,026 NiNite Software)**

Every computer workstation connected to the System's Virtual Private Network (VPN) must have antivirus software, and public access computers must have additional security protection. The System uses the built-in Windows Defender antivirus software for all computers upgraded to Windows 11, Active Directory, and NiNite software to manage updates. Pro-rated costs for this security software platform will be passed through to members based on the number of computers. Several libraries also use Linux LTSP to provide public access computers without licensing costs.

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## **Resources Funded by the OWWL Library System's Budget**

### **Notes on Funding Sources**

The resources detailed below are funded by OWWL Library System's annual budget. The System's budget comes from restricted and unrestricted funds through the State Education Department as part of the New York State Budget.

#### **Telecommunications (Internet/Fiber Services) (\$108,184 – E-Rate Refunds less consultant fees \$91,524 = Net Cost to Member Libraries \$16,660)**

To provide a reliable and secure network, OWWL Library System provides each member library with firewalls and content filtering to comply with CIPA and E-Rate. For those member libraries with modem connections, the System secured upgraded bandwidth contracts with Time Warner through **June 30, 2026**. For member libraries with fiber connections, contracts with either First Light or Time Warner have been secured through **June 30, 2027**.

The System will manage invoice payments and file for E-Rate refunds. The System will invoice libraries for telecommunication charges in the Fall of 2026 for the **July 2026 through June 2027 period**. Invoiced amounts will be offset by any E-Rate bandwidth credit received, less administrative costs for filing.

#### **Interlibrary Loan (ILL) Request Fees (for Out-of-System Requests)**

OWWL Library System has removed the \$5 ILL fee associated with processing ILL requests. The average cost for processing ILL items is \$20/request. There is no fee for patrons requesting material owned within the System. Member libraries may request certain out-of-System items for patrons at <https://owwl.org/ill>.

#### **Employee Assistance Program (\$4,000)**

Member libraries may enroll employees in the System-wide Employee Assistance Program (EAP) through ESI at \$13.43/employee. The System subsidizes the remaining \$13.44 per employee. The EAP offers services for personal and professional development, compliance training, and one-on-one coaching. The contract runs from **December 1, 2025 through November 30, 2026**.

#### **Niche Academy (\$4,000)**

OWWL Library System will provide Trustee training, staff training, and patron assistance videos using the Niche Academy platform.

#### **Local Services Support Aid – Unserved (\$8,353)**

As in previous years, 100% of Local Services Support Aid (LSSA) – Unserved will be allocated to OWWL Library System for System resources in 2026.

### **Local Library Services Aid (\$105,995)**

Local Library Services Aid (LLSA) is New York State Aid passed through to member libraries. Funding is determined using a per capita formula and paid in two installments – 90% upon receipt, with the final 10% after assurances are filed. Eligibility requires a state-accepted annual report and assurances from the System indicating member library compliance with minimum standards.

### **Databases – Central Library Aid (\$47,307) and OWWL Library System (\$48,552)**

Central Library Aid is a restricted, categorical portion of the System's budget that will be used to purchase System-wide access to:

- Syndetics Unbound (\$13,554, February–January)
- Ancestry.com (\$33,753, June–May)

System funds will be used to purchase System-wide access to:

- ConsumerReports.org (\$15,250, November–October)
- Mango Languages (\$10,605, November–October)
- ASL Inside (\$4,697, November–October)
- Kanopy (\$18,000, October–September)

### **Downloadable Collections – Central Library Aid (\$111,632) and OWWL Library System (\$50,000)**

Central Library Aid will fund the OverDrive platform and collections:

- OverDrive Annual Platform Fee (\$8,000)
- OverDrive Non-Fiction Collection (\$86,132 contributed in 2025)
- OverDrive Magazines (\$17,500)

System funds will purchase additional eBooks and audiobooks for the OverDrive collection (Contributed \$50,000 in 2025).

### **In-System Delivery (Estimated \$177,879)**

In-System Delivery to the 42 Member Libraries occurs six days a week at approximately 95,300 miles per year.

Estimated components include:

- Vehicle Purchase Cost (\$23,350/yr, based on seven-year lifespan)
- Maintenance/Repairs (\$26,000)
- Payroll Expenses – wages only (\$103,000)

- Auto Insurance (\$8,529)
- Fuel Cost (\$17,000)
- **Limited Professional Legal and Personnel Consultation Services (\$6,200 budgeted in 2025)**

OWWL Library System contracts with an attorney for general legal advice and HR Works for general personnel advice, including updates to the employee handbook template. All questions must be submitted through the OWWL Library System's Executive Director.

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## **OWWL Library System Partnerships with Member Libraries**

### **Computer, Networking, and Technology Support**

The System provides cost-saving technology, computer, and networking support to member libraries in compliance with System policies, including:

- Efficient and quality support for computers and networks
- Access to reasonably priced computers and technology through New York State contracts
- IT consulting for technology planning, bandwidth adoption, and networking
- Prefabricated WordPress website template

### **Administrative Consultations**

OWWL Library System offers administrative consulting to directors and trustees on:

- Budget Votes
- Policy Development
- Minimum Standard Compliance
- Trustee Education
- Training and Continuing Education
- Annual Report Training
- Long-Range Planning Development
- Financial Compliance and Budget Development

### **Coordinated Outreach**

OWWL Library System provides outreach to community members who are underserved or infrequent library users, in partnership with member libraries, schools, and educational organizations. Targeted populations include:

1. People who are Blind or have a Physical Disability
2. Seniors
3. People with Developmental or Learning Disabilities

4. People living in Institutionalized Settings
5. Members of Ethnic or Minority Groups in need of special services
6. People who are Educationally Disadvantaged
7. People who are Unemployed or Underemployed
8. People who are Geographically Isolated
9. At-Risk Youth from Birth to 21

These services are funded by New York State Coordinated Outreach State Aid.

*Approved by the OWWL Library System Board of Trustees on November 12, 2025*