

Ontario Public Board of Trustees
Agenda: Tuesday, February 17, 2026 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

Minutes of January 20, 2026

Action: Vote

5. Public Comment:

6. Trustee Comments

7. Town Updates/Construction: Anne Rehor

8. Financial Report

- a. 2026 January Budget
- b. 2026 January Bank Reconciliation
- c. Warrants

2026-01	\$17,722.31
2026-01-2	\$4,059.70
2026-02	\$12,367.17

Totaling: \$34,149.18

9. Old Business

- a. Board Role Reports

- i. Construction: Sean Arliss
- ii. Strategic Planning: Rachel Lee
- iii. Finance: Scott Rohnke
- iv. Director Evaluation/Policy Review: Gail Kirchgessner

10. New Business

- a. Policy Review

- i. Policy 1000 Mission Vision and Core Values

Action: Vote

- ii. Policy 4060 Policy Review

Action: Vote

- iii. Policy 5020 Minimum Standard Compliance Policy

Action: Vote

Next Board Meeting: Tuesday, March 17, 4:00 P.M.

- b. Policy Homework for March Meeting: 4000.2, 4002 and 4080
- c. Discussion: Moving Past Construction in 2026
 - i. Reopening Party
- d. Extending Anne Rehor's Vacation allowance past February
 - Action: Vote
- e. Results of Rebranding and New Logo

11. Executive Session

12. Adjournment

Action: Vote

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

January 20, 2026

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, January 20, 2026. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

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

The Ontario Public Library Mission Statement was read aloud by Mr. Rohnke.

Approval of the Agenda

MOTION 20260120-1: A motion was made by Mr. Rohnke, seconded by Mr. Arliss, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20260120-2: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the December 16, 2025 Board meeting minutes as presented.**

4 Ayes 0 Nays 1 Abstention (Rohnke) MOTION CARRIED

Elections of Trustee Officers

MOTION 20260120-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve Lauren Frank as Board President for 2026.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-4: A motion was made by Ms. Frank, seconded by Ms. Lee, **to approve Gail Kirchgessner as Board Vice President for 2026.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-5 A motion was made by Ms. Frank, seconded by Mr. Arliss, **to approve Rachel Lee as Board Secretary for 2026.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Ms. Rehor attended the department head meeting last week.

Director's Report

MOTION 20260120-6: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20260120-7: A motion was made by Ms. Lee, seconded by Mr. Arliss **to approve the November 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-8: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the November 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-9: A motion was made by Mr. Arliss, seconded by Mr. Rohnke **to approve the December 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-10: A motion was made by Ms. Kirchgessner, seconded by Mr. Rohnke, **to approve the December 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-11: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve payment of the four warrants in the amount totaling: \$68,455.54.**

- 2025-11-2 \$40,777.00
- 2025-12 \$18,938.67
- 2025-12-2 \$4,986.98
- 2025-12-3 \$3,752.89

5 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 20260120-12: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to adopt the Fixed Assets List as updated January 13, 2026.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-13: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt the Friends & Foundation of RPL 2025 Report.** 5 Ayes 0 Nays MOTION CARRIED

Conflict of Interest – Trustees signed annual statements

MOTION 20260120-14: A motion was made by Ms. Lee, seconded by Mr. Rohnke, **to approve the deaccession of the Samsung television formerly located in the teen area.** 5 Ayes 0 Nays MOTION CARRIED

Board Role Reports - Board members provided updates as applicable.

New Business (continued)

MOTION 20260120-15: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to amend the agenda with the following addition:**

- **11. New Business f1. Amend Policy 4068 Fund Balance and Assigned Reserves: Increase Capital Reserves not to Exceed \$300,000 Action: Vote**

5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-16: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to amend Policy 4068 Fund Balance and Assigned Reserves with an increase to Capital Reserves not to exceed \$300,000.**

5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-17: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the transfer of up to \$150,000 of Fund Balance to Capital Reserve Fund after February 1, 2026.** 5 Ayes 0 Nays MOTION CARRIED

Trustee Training requirements and opportunities were reviewed.

OWWL Library System cooperative costs and system funded resources to member libraries for fiscal year 2026 were discussed.

Executive Session

None

Adjournment

MOTION 20260120-18: A motion was made by Ms. Kirchgessner, seconded by Mr. Rohnke **to adjourn at 6:36pm.** 5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date

Budget
INCOME January 2026

	Codes	Approved Allocation	Jan	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	602,100	0	0	602,100	0.0%
WCSD	A1001	10,000	10,000	10,000	0	100.0%
Total A		612,100	10,000	10,000	602,100	1.6%
Library Receipts		13,600	270	270	13,330	2.0%
Fund Balance, unreserved	A909					
Total Budget Income		625,700	10,270	10,270	615,430	1.6%
NY Construction Aid					3,371	
Total Income Budgeted & Aid: 629,071						

Budget EXPENSES January 2026

EXPENSES January 2026							
	Codes	Approved Allocation	NY Const. Aid	Jan	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	306,100		21,701	21,701	284,399	7.1%
Personnel Services	A7410.8	155,600		12,141	12,141	143,459	7.8%
Equipment	A7410.2	9,000			0	9,000	0.0%
Contractual	A7410.4	155,000	3,371	13,363	13,363	145,008	8.6%
Total Budget Expenditures		625,700	3,371	47,205	47,205	581,866	7.5%

Total Expenditures Budgeted & Aid: 629,071

Sheridan Moving Co.-3,371

January 2026
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	318,238.63	Petty Cash/Change Fund	241.62
Plus Income	10269.76	CNB Checking	19,102.23
Subtotal	328,508.39	CNB Savings	525,484.07
Less Expenses	47,205.20	Lyons Payroll Checking	48,154.09
Total	281,303.19	Lyons General Checking	9,821.18
		Statement Totals	602,803.19
		Deposits not Credited	0.00
		Subtotal	602,803.19
		Less Outstanding Checks /Charges	1,500.00
		Total	601,303.19
		Less Total Reserve Funds	320,000.00
General Operating Fund	281,303.19	General Operating Fund	281,303.19
Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,820.77	Legal Savings	11,820.77
Interest 1st Q	0.00	Interest 1st Q	0.00
Interest 2nd Q	0.00	Interest 2nd Q	0.00
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	0.00	Interest YTD	0.00
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	11,820.77	Legal Savings Total	11,820.77
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	613,123.96	Total Funds	613,123.96

General Operating Fund includes
 NY State Construction Aid
 (59,857.42-3,370.97 Sheridan Moving
 Bros)

56,486.45

Ontario Public Library

Policy 1000

MISSION, VISION, and CORE VALUES

Mission Statement: 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.

Vision Statement: The Ontario Public Library will be a sustainable and connected hub for our community, offering a welcoming space that provides access to essential resources, inspires the imagination, and grows dynamically alongside the people that we serve.

Core Values

- o Inclusive: Welcoming to the community's interests, backgrounds, and ideas
- o Connected: Collaboration and cooperation built on trust

POLICY ADOPTED: 04/1992
REVISED: 02/18/2020 02/17/2026
REVIEWED:

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Obsolete?

Ontario Public Library

Policy 4060

POLICY REVIEW

Review of the Ontario Public Library *Policy Manual* by the Library's Trustees will be an agenda item for the September meeting (or fifth meeting of the year) of the Library Board. Owing to the number and range of policies included in the *Policy Manual*, review of all individual policies shall be completed at least every five years.

POLICY ADOPTED: 01/21/1993
REVISED: 03/19/2019
REVIEWED:

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Policy 5020

Minimum Standards Compliance Policy

Purpose

This policy outlines the expectations for member library compliance with the Minimum Standards for New York's Public and Association Libraries, as defined in Commissioner's Regulation §90.2. Compliance with these standards ensures eligibility for New York State aid, supports high-quality library service, and maintains the member library's good standing within the OWWL Library System.

Applicability

This policy applies to all public and association libraries that are members of the OWWL Library System.

Minimum Standards

All member libraries must comply with the following 14 Minimum Standards^[1]:

1. Written bylaws of the Board of Trustees; reviewed and re-approved at least every five years.
2. A community-based, board-approved, written long-range plan of service developed by the Board and staff.
3. A board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives.
4. Written policies for the operation of the library, reviewed at least every five years.
5. An annual, board-approved budget designed to address community needs as defined in the long-range plan.
6. Periodically evaluate the effectiveness of the library's programs, services and collections.
7. Maintain hours of service according to a schedule based on population served.
8. Maintain a facility which meets community needs, as outlined in the library's long-range plan; including adequate space, lighting, shelving, power and data infrastructure, and a public restroom.
9. Provide programming to address community needs.

POLICY ADOPTED: 02/17/2026

REVISED:

REVIEWED:

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Policy 5020

Libraries should contact the OWWL Library System for assistance in preparing and submitting this form.

Variance requests must outline specific plans and a timeline for achieving compliance.

Trustee Responsibility

Library trustees are legally responsible for ensuring that the library complies with Minimum Standards. Boards must be familiar with this policy and actively participate in planning and reporting processes.

Non-Compliance

Libraries that do not submit documentation affirming compliance or required variance(s) will be ineligible for LLSA and LSSA payments. Additionally, they may fall out of compliance with the System and Member Library Relationship Policy. To receive System support and access to System services, member libraries must adhere to all required policies.

Prolonged or repeated failure to meet the Minimum Standards can place a library at risk of being found in violation of Education Law. This may result in action by the New York State Education Department, up to and including revocation of the library's charter.

System Support

The OWWL Library System provides guidance and resources to help all member libraries meet the Minimum Standards. For questions or support, contact the Executive Director.

Last Updated by the OWWL Library System Board of Trustees on August 13, 2025

POLICY ADOPTED: 02/17/2026

REVISED:

REVIEWED:

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