

Ontario Public Board of Trustees
Agenda: Tuesday, April 21, 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 March 17, 2026 Action: Vote

5. Public Comment:

6. Trustee Comments

7. Town Updates/Construction: Anne Rehor

8. Financial Report
 - a. 2026 March Budget Action: Vote
 - b. 2026 March Bank Reconciliation Action: Vote
 - c. Warrants

2026-03-2	\$123,964.47
2026-04	\$58,538.30

 - Totaling: \$ 182,502.77 Action: Vote

9. Old Business
 - a. OWWL suggested Financial Oversight and Audit Cycle Policy Discussion Action: Vote?

 - b. Discussion of Construction Finances
 - c. Policy Review
 - i. 1060: Customer Service for Members and Visitors Action: Vote

 - ii. 2015: Staff Conduct Action: Vote
 - iii. 2017: Employment Action: Vote
 - d. Board Role Reports Discussion:
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee
 - iii. Finance: Scott Rohnke
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner

10. New Business

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

- a. Vote on moving Capital Reserve into Operating Budget to pay for Construction Bills Totaling: \$203,522 Action: Vote
- b. Deaccession 4 Book Trucks and 3 Children's Step Stools Action: Vote
- c. Vote to accept OPL's 2025 Annual Report for Public and Association Libraries Action: Vote
- d. Change the time or date for May 19 Trustee Meeting Action: Vote
- e. Policy Homework for May Meeting; 4000.1 Library Materials, Services and Programs and 40005.7 Diversity in Collection Development

11. Adjournment

Action: Vote

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

Ontario Public Library
Minutes for the regular meeting of the Board of Trustees
March 17, 2026

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, March 17, 2026. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:00pm.

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 Ms. Lee.

Approval of the Agenda

MOTION 20260317-1: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20260317-2: A motion was made by Ms. Lee, seconded by Mr. Rohnke, **to approve the February 17, 2026 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

None

Town/Construction Updates

Ms. Rehor will attend the leadership/team building training session with Town department heads and other Town staff on March 24, 2026.

OPL received notification that the shelves will be arriving March 19th – earlier than expected.

Reopening party was discussed.

Financial Reports

MOTION 20260317-3: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the February 2026 Budget Income with corrections.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260317-4: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner **to approve the February 2026 Budget Expenses as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports (continued)

MOTION 20260317-5: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the February 2026 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260317-6: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, **to approve payment of the two warrants in the amount totaling: \$95,516.37.**

- 2026-02-2 \$4,885.60
- 2026-03 \$90,630.77

5 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 20260317-7: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the purchase of new shelving for the main room renovation at an anticipated cost of \$43,000.**

5 Ayes 0 Nays MOTION CARRIED

MOTION 20260317-8: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to adopt Policy 4000.2 Public Use of Library Computers, Network, WiFi Including Internet as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260317-9: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to adopt Policy 4002 Public Safety/Library Code of Conduct as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260317-10: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 4080 Community Room/Study Room Policy as amended.** 5 Ayes 0 Nays MOTION CARRIED

Board Role Reports - Board members provided updates as applicable.

New Business

A book banning workshop led by Ron Kirsop for the Trustees and Emily Birch will be planned for September or October.

Town Board meeting dates to attend were discussed.

- Mondays – 3/23 (SA), 4/13 (AR), 4/27 (SR), 5/11 (AR), 6/8 (AR), 6/22 (LF), 7/13 (AR), 7/27 (GK)
- Tuesday – 5/26 (RL)

MOTION 20260317-11: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the purchase of furniture for the main room renovation not to exceed a cost of \$10,000.** 5 Ayes 0 Nays MOTION CARRIED

The OWWL suggested Financial Oversight and Audit Cycle Policy was discussed.

Policies for review at the April meeting were announced.

- 1060: Customer Service for Members and Visitors
- 2015 Staff Conduct
- 2017: Employment

Executive Session

None

Adjournment

MOTION 20260317-12: A motion was made by Mr. Rohnke, seconded by Ms. Kirchgessner **to adjourn** at 6:00pm. 5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____ date
Rachel Lee

DRAFT



2026 April Report

Library Use Metrics	Jan-March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	0										0
Use of Wifi	366										366
Use of Public Computers	0										0
New Card Holders	23										23
Total Number of Programs	49										49
Kid Attendance	540										540
Adult Attendance	247										247
Physical Circulation	2,033										2,033
Digital Circulations	4,768										4,768

Construction is finally coming to a close! We couldn't be more excited to open back up to the public with all of our new changes. Library staff has been working hard to get the space ready and we will be opening a week earlier, on Monday, March 13. When you visit, please thank the staff for all the lifting, shifting, cleaning work that they did to make the new Main Room look fantastic!

We have included our statistics for all of 2026, as we are getting close to being back to normal. We are proud that were able to provide programs and services from our Community Room, the Town's Meeting Room, Casey Park and other locations through the community during our shutdown. Thank you, Ontario community, for being patient while we worked through this construction process - you met us in other locations, figured out where to pick up holds, engaged with us on social media and are as ready as we are to make us a part your lives again. See you soon!

Respectfully Submitted
Anne Rehor
 Library Director
 4/3/2026

**Budget
INCOME March 2026**

	Codes	Approved Allocation	Mar	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	602,100	0	602,100	0	100.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
Total A		612,100	0	612,100	0	100.0%
Library Receipts		13,600	256	3,120	10,480	22.9%
Fund Balance, unreserved	A909					
Total Budget Income		625,700	256	615,220	10,480	98.3%
NY Construction Aid & Capital Fund				87,486		

Total Income Budgeted & Aid/Capital Fund 713,186

**Budget
EXPENSES March 2026**

	Codes	Approved Allocation	NY Const. Aid/Capital Fund Transfer	Mar	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	306,100		33,452	77,076	229,024	25.2%
Personnel Services	A7410.8	155,600		12,269	35,804	119,796	23.0%
Equipment	A7410.2	9,000		42,060	42,060	-33,060	0.0%
Contractual	A7410.4	155,000	87,486	129,367	228,789	13,697	91.2%
Total Budget Expenditures		625,700	87,486	217,148	383,729	329,457	61.3%

Total Budgeted Expenditures & Aid/Capital Fund	713,186
Sheridan Moving Co.	3,371
Labella Associates	4,290
Whitney East, Inc.	79,825
	87,486
Whitney East, Inc.	119346.84
LaBella Associates	4420
Demco Inc. -shelves	42059.72
YTD Construction Expenses	253,313

March 2026
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	644,620.84	Petty Cash/Change Fund	218.70
Plus Income	256.11	CNB Checking	56,299.85
		CNB Savings	807,081.15
Subtotal	644,876.95	Lyons Payroll Checking	38,371.91
Less Expenses	0.00	Lyons General Checking	9,841.98
	217,148.08	Statement Totals	911,813.59
Total	427,728.87	Deposits not Credited	0.00
		Subtotal	911,813.59
		Less Outstanding Checks /Charges	42,084.72
		Total	869,728.87
		Less Total Reserve Funds	442,000.00

General Operating Fund	427,728.87	General Operating Fund	427,728.87
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Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,820.77	Legal Savings	11,820.77
Interest 1st Q	1.45	Interest 1st Q	1.45
Interest 2nd Q	0.00	Interest 2nd Q	0.00
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	1.45	Interest YTD	1.45
Transfer from Legal Savings Account	0.00	Transfer from Legal Savings Account	0.00
Transfer to Legal Savings Account	0.00	Transfer to Legal Savings Account	0.00
Legal Savings Total	11,822.22	Legal Savings Total	11,822.22

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	272,000.00	Capital Reserve Fund	272,000.00
Total Assigned Reserve Funds	442,000.00	Total Assigned Reserve Funds	442,000.00

Total Operating Funds	881,551.09	Total Funds	881,551.09
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General Operating Fund includes NY State Construction Aid and Capital Reserve Fund

Sheridan Moving Bros	3,370.97
LaBella Associates	4,290.00
Whitney East, Inc.	79,824.74
Total Construction Expenses	87,485.71

Ontario Public Library Policy 1060

CUSTOMER SERVICE FOR MEMBERS AND VISITORS

Commented [1]: To me, it's unexpected to refer to "customers" in a library policy. Also, who are "members and visitors"? Should we include "patrons"? For example: "Service Standards for Patrons and Visitors"

Purpose and Scope

The Ontario Public Library ~~aims~~ seeks to provide quality services in a congenial and supportive environment.

~~Quality service is a top priority.~~ All Library visitors will be treated promptly and respectfully without regard to age, gender, sexual orientation, race, ethnicity, disability, language proficiency, social, or economic status.

Requirements

1. Staff members are responsible for providing the best possible customer service ~~possible~~ and are empowered to make decisions that will ensure the best experience for all patrons and visitors, while balancing the overall needs and operations of the Library, each customer while balancing the needs of the individual with the overall needs of Library customers.
2. When answering the phone, a Library ~~staff members~~ employee will identify ~~themselves~~ him or herself. All staff will wear name tags so that patrons and visitors ~~customers~~ can recognize them as Library employees.
3. Staff will assist visitors on a first-come, first-served basis to the extent possible without infringing on the service needs of other visitors.
4. Staff members will enable successful Library use by assisting members and visitors with the Library's resources and equipment.
5. In cases where the Library's resources are not sufficient to meet patron or visitor ~~needs~~ customer demand, staff will offer information ~~about~~ other services or organizations with more appropriate resources. Whenever possible, staff will contact the external organization ~~to which a person is being referred to~~ ensure that the needed information, material or equipment ~~needed~~ is available.
6. Anyone with complaints about the service received or about Library policy shall be referred to the Clerk-in-Charge at the time or to the Library Director (See Pt. 1 above). ~~The business cards of the Library Director and the Library Assistant are available at the circulation desk.~~

Commented [2]: I'm not quite following the connection between complaints and pt 1 above.

Commented [3]: Should we mention that contact information is also available on the Library's website?

POLICY ADOPTED: 05/21/2019
REVISED: 04/21/2026
REVIEWED:

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Ontario Public Library Policy 2015

STAFF CONDUCT

Certain standards of behavior are required for continued employment.

1. Personal Appearance

Staff members are expected to dress appropriately for their positions. During business hours, staff is expected to present a professional, clean, neat appearance. Clothing should be clean and in good condition. Unacceptable attire includes ripped or stained clothing, and clothing or accessories with graphic content, sexual innuendos, political messages, or obscene language, etc. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be cleared in advance with the If in doubt, consult with the Library Assistant or Director.

2. Punctuality

Staff members are expected to report to work at their scheduled time unless they have notified the Library Assistant, Clerk-in-charge, or Director.

3. Meal Breaks

New York Labor Law (NY Lab L §162) requires non-exempt employees to take a 30-minute unpaid meal break to be scheduled with her/his their supervisor during any shift lasting more than six (6) hours. All non-exempt staff working a shift lasting more than six (6) hours are required to take a 30-minute unpaid meal break.

4. Tidiness

Each employee is responsible for cleaning up after her/himself themselves at all times in the Library (both in the work space and in the staff room/kitchen).

5. Reading

- Personal reading is prohibited not to be done during work time.
- Behind the desk work must never be allowed to interfere with helping patrons. The Clerk-in-Charge should first carefully manage page work paying attention to details, then on upkeep of the Circulation Desk area, and then as time permits other tasks related to one's responsibilities. Even when related to work, reading books during this time is not acceptable.

6. Phone Use and Personal Devices Calls

- The Library's telephones are provided for business purposes only.
- Personal calls are to be taken away from the public's view.
- Incoming personal calls should be avoided unless there is an immediate family concern and should be kept as short as possible (3 minutes or less). If needed, personal calls should be taken in private.
- Use of personal cell phone devices should be avoided and must not be used in public areas open to the public.

Commented [1]: What does that mean, exactly? Do different positions have different expectations for appearance? If so, then those should be documented. Otherwise, I suggest either saying what we mean here, or removing this line.

Commented [2]: Why are we specifying during business hours? (That seems obvious?) Maybe we could replace with: "Staff in customer-facing positions are expected to present..."

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Commented [3]: This could be misinterpreted as another "appearance" criteria. What about "Employee Areas" as a heading?

Commented [4]: This section is about more than just "Reading". I suggest either adjusting this heading to match both items in this list, or adjust the list to more clearly match this topic. For example, maybe a heading like "Duties at the Circulation Desk", or something similar. Although, it's not really clear to me what item 5b is about, so not sure whether that suggestion fits.

Commented [5]: What is "behind the desk work"? Do we mean tasks completed at the circulation desk that does not include helping patrons? For clarity, could we say something like "Administrative work and other tasks should not interfere with helping patrons." Or – instead – let's more clearly state the expected behavior, rather than what's not allowed: "When working at the circulation desk, helping patrons is ... [1]

Commented [6]: I'm having trouble parsing this. Are we missing "by" before "paying attention" Or is it t ... [2]

Commented [7]: What time? Time at the circulation desk?

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Commented [8]: I suggest using slightly broader phrasing to cover a range of personal devices, no ... [3]

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POLICY ADOPTED: 05/21/1992
REVISED: 03/19/2019-04/21/2026
REVIEWED:

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Ontario Public Library Policy 2015

- i. ~~Personal. These devices should be used only in the Staff Room, Community Room when not in use, or in the Town Hall space outside the Library. These devices should not be used when working at the circulation desk.~~
- ii. ~~Personal. These devices should be used only when necessary or during meal breaks period.~~
- iii. Use of cell phones for texting is also not appropriate while stationed at a public desk.

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Commented [9]: What's "a public desk"? Do we mean the circulation desk? I suggest using the same terms (to refer to the same things) throughout if possible.

7. Conversations

- a. Any conversation that is not concerned with Library business is to be kept to a minimum. This includes conversation with other staff members and/or patrons.
- b. At no time is a patron to be kept waiting while an employee finishes a personal conversation.
- c. The staff is not to hold conversations with others while helping patrons.
- d. Staff must pay attention to the patron with whom they are working.
- e. Long conversations with patrons that are of a personal nature should be curtailed.

Commented [10]: This set of policies strikes me as somewhat of an overreach and overbearing. From a policy standpoint, what does enforcement of these policies actually look like? In my view, this list of "don't do's" puts leadership in the unfortunate position of having to surveil conversations, judging whether they are too long or too personal (which are both very subjective criteria). Personally, as a patron, I would much rather have an atmosphere where there ARE relevant "personal" conversations. Those connections help to create the kind of atmosphere that we aim for, and contributes to providing excellent customer service.

8. Eating, Drinking and Smoking

- a. Any eating or drinking done by staff members in public areas of the building must be done in a discreet manner.
- ~~b. Patrons are asked to be careful with their food and drink while in the Library.~~
- ~~b. Smoking, including e-cigarettes, is not allowed in the Library, town hall, or on town hall property except as noted.~~

But, perhaps there's context here that I'm not aware of. If we must include policies on this topic, perhaps we can reframe this section in terms of the expected behavior, rather than a list of "don't do's". We could also include a reference to the Customer Service policy, which is what this section is really about, in some ways.

For example:

Patron Service and Engagement

- Providing excellent service to patrons is the staff's highest priority.
- Patrons should not be kept waiting. Limit personal conversations and avoid lengthy conversations with patrons and other staff members.
- For additional details about providing excellent service to patrons, refer to Policy 1060 <TITLE>.

9. Attitude

- a. Attitudes are the most important facet of each employee's presentation of Library service to the public. As such, personal problems and feelings must be kept out of the Library.
- b. We must be courteous, tactful, and pleasant at all times; treating the most unpleasant patrons as well as we treat our most pleasant ones.
- c. No staff member is expected to take abuse from patrons or other staff. Refer upset patrons to the Director.

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10. Emergency Closings

~~If the Library is closed due to weather conditions, then Staff will be compensated for the time that they were scheduled to work as if they had worked if the Library is closed due to weather conditions.~~

Commented [11]: This section also strikes me as overbearing. It seems especially odd to state that "feelings" must be kept out of the library/the workplace. In my experience, people don't really work that way, and it seems like an unreasonable request and an odd policy to me.

But again, if we must include something about this topic, then I suggest rephrasing in positive terms (... [4])

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11. Contests

Staff, Board members, and their families will be ineligible to win prizes at Library-sponsored events.

POLICY ADOPTED: 05/21/1992
REVISED: 03/19/2019-04/21/2026
REVIEWED:

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Page 1: [1] Commented [5] **Rachel Lee** **4/6/2026 6:23:00 PM**

What is "behind the desk work"? Do we mean tasks completed at the circulation desk that does not include helping patrons? For clarity, could we say something like "Administrative work and other tasks should not interfere with helping patrons." Or -- instead -- let's more clearly state the expected behavior, rather than what's not allowed: "When working at the circulation desk, helping patrons is the highest priority. Other tasks should not interfere with helping patrons."

Page 1: [2] Commented [6] **Rachel Lee** **4/6/2026 6:25:00 PM**

I'm having trouble parsing this. Are we missing "by" before "paying attention" Or is it the pages who should be paying attention, not the Clerk-in-charge? But also, what details/details about what? I think in general, item 5b could be clarified, and expressed more concisely.

Page 1: [3] Commented [8] **Rachel Lee** **4/6/2026 6:40:00 PM**

I suggest using slightly broader phrasing to cover a range of personal devices, not just cell phones specifically. (For example, tablets and smart watches.)

Page 2: [4] Commented [11] **Rachel Lee** **4/6/2026 6:34:00 PM**

This section also strikes me as overbearing. It seems especially odd to state that "feelings" must be kept out of the library/the workplace. In my experience, people don't really work that way, and it seems like an unreasonable request and an odd policy to me.

But again, if we must include something about this topic, then I suggest rephrasing in positive terms (what we expect) rather than the list of don't do's.

For example, we could consolidate the "Conversations" and "Attitude" sections into a single topic, which I previously suggested renaming something like "Patron Service and Engagement"

Here's suggestion for a consolidated set of bullets:

Patron Service and Engagement

- Providing excellent service to patrons is the staff's highest priority.
- Patrons should not be kept waiting. Limit personal conversations and avoid lengthy conversations with patrons and other staff members.
- Treat all staff members and patrons with courtesy.
- No staff member is expected to take abuse from patrons or other staff. Refer upset patrons to the Director.
- For additional details about patron behavior, refer to the Library Code of Conduct (replace with policy number and title)
- For additional details about providing excellent service to patrons, refer to Policy 1060 <TITLE>.

Ontario Public Library Policy 2017

EMPLOYMENT

Equal Employment Opportunity

The Ontario Public Library ~~is an~~ provides equal employment opportunity ~~employerto all persons~~ in personnel matters. The Ontario Public Library shall recruit, hire, train, and promote in all job titles without regard to ~~the~~ age, race, creed, color, national origin, sex, sexual preference, gender expression, disability, genetic disposition or carrier status, or marital status of any individual. Compensation, ~~and~~ terms, conditions, and privileges of employment shall be administered without regard to ~~the~~ age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status of any individual.

Ontario Public Library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate staff with disabilities.

Civil Service

The employees of the Ontario Public Library are public employees and as such are subject to Civil Service. The Wayne County Department of Human Resources administers Civil Service for the library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

Immigration Law Compliance

Only citizens of the United States and those aliens legally authorized to work within the United States are eligible for employment. The Ontario **Public** Library does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity & employment eligibility. Former employees who are re-hired must also complete the form if they have not done so within the past three years, or if their previous I-9 is no longer retained or valid.

Recruitment

Vacant and/or new positions are announced through Internet media, including the library website and ~~social media may include Facebook~~. Web-based postings are supported by area library systems and services, including ~~Pioneer Library~~ the OWWL System and Rochester Regional Library Council. Local print announcements shall be posted in the Library and Ontario Town Hall and shall be sent to ~~Wayne County Libraries~~ for posting.

Commented [1]: What is Wayne County Libraries?

Wayne County Human Resources announces civil service examinations associated with open positions as needed.

POLICY ADOPTED: 01/21/1993
REVISED: ~~3/19/2019~~ 04/21/2026
REVIEWED:

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Ontario Public Library Policy 2017

Application

All applicants for employment shall complete the Ontario Public Library Application Form. For some positions, a letter of interest and resume is shall be required. Failure to answer the required questions or to sign the application shall be grounds for rejecting the application.

The Library complies with New York State Civil Service requirements in filling positions. A separate Wayne County Civil Service Application or Test Application Form may also be required by the Wayne County Human Resources.

Qualified applicants who appear to best match the job requirement shall be invited for an interview:

- Interview shall include a review of the job description.
- Applicants for a given position may be required to take a test appropriate to the job requirements.
- Information about previous employment shall be verified.

After all interviews for the position are conducted, any and all applicants may be rejected; otherwise, the position shall be offered to the qualified applicant who best matches the job requirements.

Salary range shall be posted when the position is advertised. The rate of pay shall be confirmed at the time the job offer is made.

POLICY ADOPTED: 01/21/1993
REVISED: ~~3/19/2019~~ 04/21/2026
REVIEWED:

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