

Ontario Public Board of Trustees
Agenda: Tuesday, May 26, 2026 4:30 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 April 21, 2026 Action: Vote

5. Public Comment:

6. Trustee Comments

7. Town Updates: Anne Rehor

8. Director's Report Action: Vote

9. Financial Report
 - a. 2026 April Budget Income & Expenses Action: Vote
 - b. 2026 April Bank Reconciliation Action: Vote
 - c. Warrants

2026-04-2	\$46,957.02	
2026-05	\$12,504.68	
2026-05-2	\$14,434.65	
Totaling:		\$ 76,896.35 Action: Vote

10. Old Business
 - a. Discussion of Construction Finances
 - b. Policy Review
 - i. 2015: Staff Conduct Action: Vote
 - ii. 4000.1: Programming Policy Action: Vote
 - iii. 4005.7 Diversity in Collection Development Action: Vote
 - c. Board Role Reports Discussion:
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee
 - iii. Finance: Scott Rohnke
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner

11. New Business

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

- a. Transfer \$3,781 from Capital Fund to General Operating Fund to cover costs of new Main Room Furniture Action: Vote
 - b. Deaccession as Attached Action: Vote
 - c. Vote to spend up to \$2,000 on the ARCL Conference in Buffalo October 1-3, 2026 for Emily Birch Action: Vote
 - d. Appoint 2 temporary part-time high school pages - Tia Kahler and Anna Swyers Action: Vote
 - e. Policy Homework for June Meeting:4006 Procurement Policy Action: Vote
12. Executive Session
13. Adjournment

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

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

April 21, 2026

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, April 21, 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 20260421-1: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20260421-2: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to approve the March 17, 2026 Board meeting minutes as amended.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

None

Town/Construction Updates

Ms. Rehor will attend the department head meeting on April 22, 2026.

Ms. Rehor gave an update on the Library construction.

Director's Report

MOTION 20260421-3: 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 20260421-4: A motion was made by Ms. Lee, seconded by Mr. Arliss **to approve the March 2026 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports (continued)

MOTION 20260421-5: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, **to approve the March 2026 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260421-6: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve payment of the two warrants in the amount totaling: \$182,502.77.**

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

5 Ayes 0 Nays MOTION CARRIED

Old Business

The OWWL suggested Financial Oversight and Audit Cycle Policy was discussed. Further discussion/action will be added to the November 17th Board meeting agenda.

MOTION 20260421-7: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 1060 Customer Service for Members and Visitors as amended.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260421-8: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, **to adopt Policy 2015 Staff Conduct with the copy edits as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260421-9: A motion was made by Mr. Rohnke, seconded by Mr. Arliss, **to adopt Policy 2017 Employment as amended.** 5 Ayes 0 Nays MOTION CARRIED

Board Role Reports – no updates at this time

New Business

MOTION 20260421-10: A motion was made by Mr. Rohnke, seconded by Mr. Arliss, **to approve the transfer of \$203,522.00 from the Capital Reserve Fund into the Operating Budget to pay for construction bills.**
5 Ayes 0 Nays MOTION CARRIED

MOTION 20260421-11: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the deaccession of four book trucks, three children's step stools and the teen area rug.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260120-12: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve Ontario Public Library's 2025 Annual Report for Public and Association Libraries.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260421-13: A motion was made by Mr. Rohnke, seconded by Ms. Lee, **to approve the change for the May Trustee meeting from May 19th at 5:00pm to May 26th at 4:30pm.** 5 Ayes 0 Nays MOTION CARRIED

Policies for review at the May meeting were announced.

- 4000.1 Library Materials, Services and Programs
- 4005.7 Diversity in Collection Development

Executive Session

None

Adjournment

MOTION 20260421-14: A motion was made by Mr. Rohnke, seconded by Mr. Arliss **to adjourn** at 6:59pm.
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 May Report

Library Use Metrics	Jan-March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	0	1,355									1,355
Use of Wifi	366	138									504
Use of Public Computers	0	105									105
New Card Holders	23	24									47
Total Number of Programs	49	26									75
Kid Attendance	540	229									1,132
Adult Attendance	247	116									363
Physical Circulation	2,033	1,751									3,784
Digital Circulations	4,768	1,700									6,468

We are back! The library is back open and ready for business! The response from the community has been overwhelmingly positive and we are happy that the Ontario community likes the new space as much as we do.

Our programming highlights from April include our tech program; "Protect Yourself Against Online Scams" and "One OWWI, One Book" Saturday program. We have noticed an uptick in online scams in recent months and we were happy to host a program from Digital Literacy of Rochester to address this ongoing issue. All over the 42 OWWL Library system, from February through May we shared the same kid's program that highlighted the book "Maybe Something Beautiful" and made the same mural art project. This is fun way to build community within our 4 county system.

Respectfully Submitted
Anne Rehor
 Library Director
 5/7/2026

**Budget
INCOME April 2026**

	Codes	Approved Allocation	Apr	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	8,775	11,895	1,705	87.5%
Fund Balance, unreserved	A909					
Total Budget Income		625,700	8,775	623,995	1,705	99.7%
NY Construction Aid & Capital Fund				291,007		

Total Income Budgeted & Aid/Capital Fund 916,707

**Budget
EXPENSES April 2026**

	Codes	Approved Allocation	NY Const. Aid/Capital Fund Transfer	Apr	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	306,100		22,832	99,908	206,192	32.6%
Personnel Services	A7410.8	155,600		11,464	47,268	108,332	30.4%
Equipment	A7410.2	9,000	42,060	8,128	50,188	872	90.3%
Contractual	A7410.4	155,000	248,947	41,785	270,574	133,373	14.0%
Total Budget Expenditures		625,700		84,209	467,938	448,769	28.3%
Total Aid & Reserve Transfers			291,007				

Total Budgeted Expenditures & Aid/Capital Fund		916,707
Sheridan Moving Co.	3,371	
Labella Associates	4,290	
Whitney East, Inc.	79,825	
Whitney East, Inc.	119,347	
LaBella Associates	4,420	
Demco Inc. -shelves	42,060	
Whitney East, Inc.	37,694	
	291,007	
Demco Inc -chair & loveseat, table	4,103	
YTD Construction Expenses	295,110	

April 2026
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	427,728.87	Petty Cash/Change Fund	173.08
Plus Income	8,774.76	CNB Checking	25,241.68
		CNB Savings	745,522.57
Subtotal	436,503.63	Lyons Payroll Checking	13,182.84
Less Expenses	84,208.62	Lyons General Checking	10,174.84
		Statement Totals	794,295.01
Total	352,295.01	Deposits not Credited	0.00
Transferred from Capital Reserve Fund	203,522.00	Subtotal	794,295.01
		Less Outstanding Checks /Charges	0.00
		Total	794,295.01
		Less Total Reserve Funds	238,478.00
General Operating Fund	555,817.01	General Operating Fund	555,817.01
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	68,478.00	Capital Reserve Fund	68,478.00
Total Assigned Reserve Funds	238,478.00	Total Assigned Reserve Funds	238,478.00
Total Operating Funds	806,117.23	Total Funds	806,117.23

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
Whitney East, Inc.-Construction	119,346.84
LaBella Associates-Construction	4,420.00
Demco Inc. -shelves Construction	42,059.72
Whitney East, Inc.-Construction	37,694.77
Demco Inc -chair, table loveseat	4,103.27
Total Construction Expenses	295,110.31

Ontario Public Library

Policy 2015

STAFF CONDUCT

Certain standards of behavior are required for continued employment.

1. Personal Appearance

During business hours, staff is expected to present a professional 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. 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 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. Employee Areas

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

5. Reading

- a. Personal reading is prohibited during work time.
- b. 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

- a. The Library's telephones are for business purposes only.
- b. 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.
- c. Use of personal devices should be avoided and must not be used in public areas.
 - i. Personal 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 devices should be used only when necessary or during meal breaks.
 - iii. Use of cell phones for texting is also not appropriate while stationed at a public desk.

Ontario Public Library

Policy 2015

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.

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. Smoking, including e-cigarettes, is not allowed in the Library, town hall, or on town hall property except as noted.

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.

10. Emergency Closings

If the Library is closed due to weather conditions, Staff will be compensated for the time that they were scheduled to work .

11. Contests

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

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Policy 4000.1

LIBRARY MATERIALS, SERVICES, AND PROGRAMMING POLICY

Materials

The following materials available for loan reflect the diversity of user needs and interests from infancy to mature adults. Various formats will be made available at the discretion of the Library Director based on collection development planning including community interest and the library's budget:

- ~~Books, including hard covers, paperbacks, large print format, audio books, and digital/electronic books. Unless otherwise cataloged materials from the Local History Collection are for in-house use only. A subset of fictional writings categorized as Local History and published since 2000 may circulate.~~
- ~~Printed current newspapers and magazines, electronic access to magazine issues, and various resources in subscription databases made available through local, library system, and/or New York State databases subscriptions.~~
- ~~Visual materials including movies and games for information, entertainment, and/or instruction in DVD, BluRay, or electronic/digital format.~~
- ~~Music of various genres and interests as CDs or electronic/digital format.~~
- ~~Special collections may include puzzles, board games, and cake pans for loan.~~

Services

The following services in traditional and/or electronic formats are available to all users:

- ~~Reference.~~
- ~~Public access computers including access to the internet, word processing, and spreadsheet applications. Patrons whose card status includes overdue materials and/or fines above the system established threshold will be prohibited from use until their account meets OWWL and Ontario Public Library requirements.~~
- ~~WiFi.~~
- ~~Internet access and access to research databases provide by NYS (NOVEL).~~
- ~~Online access to many library services including OWWL access to place materials on hold, renew materials, check items currently on loan to the user, and register for library programs.~~

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- ~~Electronic mail notices and/or text message of materials coming due, items overdue, items held and available for pick-up. Receipts for materials checked-out shall be printed or send by email. Text messages sent may incur charges to the recipient based on their telecommunication plan.~~
- ~~Drop in and scheduled technology and applications (app) help and small group classes. Scheduled and drop in Maker Space programs.~~
- ~~Reader's Advisory services including individualized reading recommendations and bibliographies upon request.~~
- ~~Assistance for students of all ages.~~
- ~~Interlibrary loan from libraries outside of OWWL at cost to the user.~~
- ~~Teacher and Home Schooling Totes, and Sick Kid Kits as requested.~~
- ~~Photocopying and fax services. Fees may be charged as adopted by the Library Board.~~
- ~~Phone renewals and 24/7 book drop to return materials.~~
- ~~Homebound service.~~
- ~~Tax forms or access to tax forms through IRS distribution, copy service, or online access.~~

Programs

~~The purpose of library programs is to support the goals of the library mission. Programs may be ongoing, a series, or a one-time event. Library programs benefit the community by introducing users and potential users to the library and its collections and services. Library programs are low cost or free, open to the public, and held during library hours.~~

~~The selection of program topics and formats is done by library staff, based on the interests and needs of the community. Programs include such activities as book discussions, lectures, workshops, crafts, poetry readings, musical concerts, etc. Beliefs and opinions expressed during library programs by speakers, presenters, or performers do not necessarily represent the viewpoint of the employees and Trustees of the Ontario Public Library, or the Town of Ontario.~~

~~The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored~~

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~~programs must include involvement by library staff in developing program content, including library materials and resources.~~

~~The following programs are available and announced in printed programs and online calendars:~~

- ~~• Early Literacy programs for infants through preschool age~~
- ~~• Digital Literacy programs are periodically scheduled individual and small group support for all ages~~
- ~~• Annual Summer Reading Program for children, and young adults. Summer Reading programs for adults shall be offered based on factors including, but not limited to the annual budget.~~
- ~~• Additional monthly programs for children, young adults, and adults are regularly scheduled with special programs and activities made available as the annual budget permits.~~

~~Unsolicited programs~~

~~Unsolicited program proposals from the public shall be reviewed on a quarterly schedule by the Library Director and other Library staff, and may include trustees and/or Friends of the Ontario Public Library members based on availability.~~

~~Typically programs for adults are not held between mid-June through August to allow for full support of our Summer Reading program for youth.~~

~~The Proposal deadline for unsolicited programs which may take place in:~~

- ~~• September, October, November, December is June 15~~
- ~~• January, February, March is September 15~~
- ~~• April, May, June is December 15~~

~~The Director and/or committee selects programs that comply with the library's Meeting Room Policy which prohibits commercial advertising or direct solicitation. They consider the needs and interests of the community; suitability of available space, equipment, and staff; and the program's contribution to the library's collections and overall schedule of events. Programs may be limited by space, budget, and staff or equipment availability.~~

~~Proposals must include all of the required information:~~

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Proposal Requirements

- a) ~~Contact name, name of organization, address, city, state, zip, phone number, e-mail address, web site~~
- b) ~~Summary statement describing program:~~
 - ~~Outline of program~~
 - ~~Length~~
 - ~~Format (lecture, film, panel discussion, etc.)~~
 - ~~Estimated cost of program and source of funding (if any)~~
 - ~~Names of speakers and /or performers with biographical information~~
- e) ~~Additional information:~~
 - ~~• Previous presentations of this program (if any), please include a publicity sample~~
 - ~~• Preferred space:(capacity in parentheses):~~
 - ~~○ Meeting Room (36), Town Hall Meeting Room (68)~~
 - ~~• Preferred date(s), day of the week, and time(s)~~
 - ~~• Intended audience and estimated audience size~~
 - ~~• Preferred set up (tables & chairs, auditorium style, circle, etc.)~~
 - ~~• Equipment needs~~
 - ~~• Refreshment plans (if any)~~

Mail or e-mail completed program proposals to:

Library Director
Ontario Public Library
1850 Ridge Road
Ontario, NY 14519

or

~~OntarioLibraryDirector@owwl.org with the subject line "Program Proposal"~~

~~Applicants will be notified of acceptance or rejection within approximately three weeks of submission deadlines. PLEASE NOTE: All submitted program proposal materials will NOT be returned.~~

Purpose

The Ontario Public Library (OPL) develops and presents programs that support its goal to inform, engage, and inspire our diverse community. Library-initiated programs serve as a valuable resource for lifelong learning, cultural enrichment, and community engagement. OPL is

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committed to offering inclusive programming that reflects the Ontario community and ensures accessibility for all.

Responsibility

Library-initiated programs rely on OPL staff expertise for planning and execution. The Director collaborates with programming staff for program development throughout the year. The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by Library staff in developing program content, including Library materials and resources.

General Criteria

OPL will strive to offer a variety of programs that acknowledge and support the broad range of human experiences, knowledge, and perspectives in our community. With their expertise, OPL staff will develop, facilitate, and coordinate library programs with at least one of the following goals in mind:

- To increase awareness about Library collections, resources, and services
- To address community needs and fill educational gaps for learners of all ages
- To honor historical or cultural matters
- To build community connections and encourage civic, social, and cultural enrichment

Staff will be mindful of the intended audience, the accessibility of materials and resources, and the needs of the community when selecting program topics, objectives, and formats.

Application

This policy applies to all Library-sponsored programs, regardless of location, and to all participants, including patrons, staff, volunteers, and outside facilitators.

Guidelines

- **Program Content and Selection**
 - The types of programs coordinated or facilitated by OPL may include, but are not limited to, educational (workshops, lectures, classes), cultural (performances, author talks, film screenings), outreach (community engagement outside the Library), and digital or virtual (online learning, webinars, and podcasts).
 - OPL seeks to represent a variety of viewpoints, genres, and cultural perspectives to ensure that all community members, including those belonging to marginalized and underrepresented groups, see themselves reflected in Library services.
 - Programs are selected based on alignment with the Library's mission and community needs and interests. The expertise and availability of presenters will also be considered, though expertise in a subject matter does not guarantee approval of a Library program.

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- Beliefs and opinions expressed during Library programs by speakers, presenters, or performers do not necessarily represent the viewpoint of the employees and Trustees of the OPL, or the Town of Ontario.
- **Commercial Nature of Programs**
 - Library programs are non-commercial. Presenters may not use Library programs to promote or solicit business.
 - Authors, artists, and performers may promote their work in conjunction with a Library program, provided the primary focus of the program is educational or cultural. However, commercial transactions are not allowed on Library premises.
- **Photography and Marketing**
 - Program participants should be aware that photographs and videos may be taken during events and used in Library communications, including social media, virtual programs, promotional materials, and news coverage.
 - Patrons who do not wish to be photographed should inform Library staff before the program begins.

Obsolete?

Ontario Public Library Policy 4005.7

DIVERSE COLLECTIONS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.1

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers

POLICY ADOPTED: 11/17/1992
REVISED: 07/19/2011
REVIEWED: 09/17/2019

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have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹ "Services to People with Disabilities: An Interpretation of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

²ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

POLICY ADOPTED: 11/17/1992
REVISED: 07/19/2011
REVIEWED: 09/17/2019

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2022 Grant 154617 Project Request									
73917 Total Grant to be received									
Date	Description	Total Cost	Unpaid	Paid to	Notes				
	NFP Telephone	3552	0	NFP Telecom	Technology Solutions				
	Times' Posting	114.58	0	Times of Wayne County					
	Movers	3370.97	0	Sherridan Brother's Moving					
	Misc Rough Carpentry	151	0	Whitney East Inc					
	PLAM Cabinets & SS Tops	24762	0	Whitney E	\$4000 from this line for 2026 Behind Desk Cabinets				
	Carpet	27776	0	Whitney East Inc					
	Frames and Wood Doors	4116	0	Whitney East Inc					
	Labor	4060	203	Whitney E	50/50 Split with 2021 Project				
	Temp Protection	2464	0	Whitney East Inc					
	Patch and Match	896	0	Whitney East Inc					
	Roller Shades	4525	0	LaBella Ass.					
	Lebella Designs	7000	0	Whitney East Inc					
	Signage	5516	4137	Whitney East Inc					
	Additional Signage	4066	0						
		92,369.55							

2026 Grant	275,513 Project Request				
	247,962 Project Award				
	27,551 Library Share				
Date	Description	Total Cost	Unpaid	Paid to	Notes
3/19/2026	Shelving	42059.72	0	DEMCO	
	Shelving Storage	1300	36	Whitney East Inc	
	Shelving Install	5800	0	Whitney East Inc	
	Labor	4060	203	Whitney E 50/50Split with 2021 project	
	Temp Toilets	493	0	Whitney East Inc	
	Dumpsters	1904	0	Whitney East Inc	
	Daily Final Cleaning	1904	0	Whitney East Inc	
	Closeout	448	0	Whitney East Inc	
	Selective Demo	22971	0	Whitney East Inc	
	PLAM Cabinets and SS tops	4000	0	Whitney E Taken from 2021 Desk total	
	Additional Millwork	1150	0	Whitney E Bookcase	
	Metal Framing and Ceiling	39760	0	Whitney East Inc	
	Interior Painting	8960	0	Whitney East Inc	
	HVAC	7411	0	Whitney East Inc	
	Electrical	50969	0	Whitney East Inc	
	Electrical Additional Work	5000	0	Whitney East Inc	
	Electrical Extras End of Project	3060	0	Whitney East Inc	
	Junction Box	10500	0	Whitney East Inc	
	Lounge Chair	2109	0	DEMCO	
	Guest Chair	1919	0	DEMCO	
	Table	375.27	0	DEMCO	
	2 Additional Shelf Ends for Nonfiction	1038	DEMCO		
		217,190.99			

Anne's Request Date	Description	Cost	Library Share Date	Description	Cost
	Contractor Costs	193,195		Temp Toilets	493
	66 Shelves	61,169		Dumpsters	1904
	Shelf Ends	11,395		Daily Final Cleaning	1904
	84 Shelves	3,039		Interior Painting	8960
	Square Table	799		Lounge Chair	2109
	Depressible Book Cart	1,309		Guest Chair	1919
	2 Luxe Chairs	2,558		Table	375.27
	Luxe Lounge	2,049			
		275,513			17,664.27
LaBella					
		Check Number			Cost
12/19/2025	LaBella Redesign	2942			3000
2/18/2026	Clerk Of Works	2970			4290
3/24/2026	Clerk Of Works	2990			4420
12/31/2025 *	Clerk Of Works				4290
					16,000.00
*Never Sent Us this Invoice until May 7					

Deaccession List May 19, 2026

1. 2 Large Cloth Brown Chairs
2. 6 Public Computers and Opac 4 Catalog listed below

pub 2	HP	Desktop	EliteDesk 800	2UA7111ZP7
pub 4	Dell	Desktop	optiplex 3010	30460268522
pub 5	HP	Desktop	EliteDesk 800	2UA7111ZP9
pub 7	HP	Desktop	EliteDesk 800	2UA621305L
pub 9	HP	Desktop	EliteDesk 800	2UA621305C
pub 10	HP	Desktop	EliteDesk 800	2UA621305B

opac4 Cat/Juv	Google	Desktop	ASUS M004U	FCMSCX006754
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