

Ontario Public Board of Trustees
Agenda: Tuesday, June 16, 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 May 26, 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 May Budget Income & Expenses Action: Vote
 - b. 2026 May Bank Reconciliation Action: Vote
 - c. Warrants

	2026-06	\$11,715.75	
	Totaling:	\$ 11,715.75	Action: Vote
-
10. Old Business
 - a. Strategic Plan Update
 - b. Construction Updates
 - i. 2022
 - ii. 2026
 - iii. 2027
 - c. OWWL Direct Access Plan Action: Vote
 - d. Policy Review
 - i. 4006 Procurement Policy Action: Vote
 - e. 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. Deaccession Ellison Machine and Letter Dies 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

May 26, 2026

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, May 26, 2026. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:30pm.

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.

4:32pm - Ms. Pierce arrived

Approval of the Agenda

MOTION 20260526-1: A motion was made by Ms. Lee, seconded by Mr. Arliss, to approve the agenda with the following additions/changes:

- under 9. Financial Report c. Warrants: change totaling \$76,896.35 to \$73,896.53
- under 10. Old Business a. Discussion of Construction Finances: add "Action: Vote"
- under 11. New Business: add f. homework: review & consider Direct Access Plan for June 16th meeting

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20260526-2: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, to approve the April 21, 2026 Board meeting minutes as presented. 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Early voting will be available at the Ontario Town Hall June 13 – 21, 2026.

Director's Report

Additional highlights:

- Ms. Birch won an arts grant – OPL will be partnering with a local artist for several glass working programs.
- Town of Ontario newsletters went out.
- OPL signage was installed May 22nd.

MOTION 20260526-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the Director's report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20260526-4: A motion was made by Ms. Lee, seconded by Mr. Arliss **to approve the April 2026 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-5: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, **to approve the April 2026 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-6: A motion was made by Ms. Kirchgessner, seconded by Mr. Rohnke, **to approve payment of the two warrants in the amount totaling: \$73,896.35.**

- 2026-04-2 \$46,957.02
- 2026-05 \$12,504.68
- 206-05-2 \$14,434.65

5 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 20260526-7: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to allocate up to \$90,000 for additional changes to the 2026 construction aid project.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-8: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, **to adopt the amended Policy 2015: Staff Conduct as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-9: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to adopt Policy 4000.1: Programming Policy as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-10: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to remove Policy 4005.7: Diversity in Collection Development.** 5 Ayes 0 Nays MOTION CARRIED

Board Role Reports - Board members provided updates as applicable.

New Business

MOTION 20260526-11: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, to approve the transfer of \$3,781.00 from the Capital Reserve Fund to the General Operating Budget to cover the cost of new Main Room furniture. 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-12: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, to approve the deaccession of the items as presented on the list dated 5/26/26. 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-13: A motion was made by Mr. Rohnke, seconded by Mr. Arliss, to approve all necessary and allowable expenses up to \$2,000 for the attendance of Emily Birch at the ARCL Conference in Buffalo from October 1-3, 2026. 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260526-14: A motion was made by Ms. Lee, seconded by Mr. Arliss, to approve the temporary appointments of Tia Kahler and Anna Swyers as part-time high school pages. 5 Ayes 0 Nays MOTION CARRIED

Items for review and consideration at the June meeting were announced.

- Policy 4006: Procurement
- The Direct Access Plan

Executive Session

MOTION 20260526-15: A motion was made by Mr. Arliss, seconded by Mr. Rohnke, to enter into Executive Session at 5:49pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. 5 Ayes 0 Nays MOTION CARRIED

5:50pm – Ms. Rehor, Ms. Goodenough & Ms. Pierce left

6:34pm reconvene

Adjournment

MOTION 20260526-16: A motion was made by Mr. Arliss, 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 _____
Rachel Lee date

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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2026 June Report

Library Use Metrics	Jan-March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	0	1,355	1,695								3,050
Use of Wifi	366	138	120								624
Use of Public Computers	0	105	137								242
New Card Holders	23	24	95								142
Total Number of Programs	49	26	20								95
Kid Attendance	540	229	101								1,377
Adult Attendance	247	116	144								507
Physical Circulation	2,033	1,751	3,096								6,880
Digital Circulations	4,768	1,700	1,675								8,697

As we transition to the busy kid-centered summer at the library, we spent some time on Adult Programming in May. We hosted the RRH Mobile Mammogram and a cancer awareness booth later in month. We also had our final program in our spring Master Gardner series, highlighting local pollinators. Finally, our crafters enjoyed one more projects, making swirl paintings, before we take a break for Summer Reading activities in June and July.

Additionally, the library hired on 2 new pages to get us fully staffed before the busy summertime. In the last bit of our Main Room construction project, we had our new signage installed! Stop by and check it out and pick up a brochure for 2026 Summer Reading.

Respectfully Submitted
Anne Rehor
 Library Director
 6/3/2026

**Budget
INCOME May 2026**

	Codes	Approved Allocation	May	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	1,422	13,317	283	97.9%
Fund Balance, unreserved	A909					
Total Budget Income		625,700	1,422	625,417	283	100.0%
NY Construction Aid & Capital Fund				295,110		

Total Income Budgeted & Aid/Capital Fund	920,810
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**Budget
EXPENSES May 2026**

	Codes	Approved Allocation	NY Const. Aid/Capital Fund Transfer	May	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	306,100		23,480	123,388	182,712	40.3%
Personnel Services	A7410.8	155,600		11,513	58,781	96,819	37.8%
Equipment	A7410.2	9,000	46,163	0	50,188	4,975	44.7%
Contractual	A7410.4	155,000	248,947	17,467	288,041	115,906	25.2%
Total Budget Expenditures		625,700		52,461	520,399	400,411	36.0%
Total Aid & Reserve Transfers			295,110				

Total Budgeted Expenditures & Aid/Capital Fund		920,810
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	
Demco Inc -chair & loveseat, table	4,103	
YTD Construction Expenses	295,110	

May 2026
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	555,817.01	Petty Cash/Change Fund	157.50
Plus Income	1,421.56	CNB Checking	19,360.58
		CNB Savings	675,661.48
Subtotal	557,238.57	Lyons Payroll Checking	37,660.41
Less Expenses	52,460.67	Lyons General Checking	10,481.98
		Statement Totals	743,321.95
Total	504,777.90	Deposits not Credited	0.00
Transferred from Capital Reserve	3,731.00	Subtotal	743,321.95
		Less Outstanding Checks /Charges	66.05
		Total	743,255.90
		Less Total Reserve Funds	234,747.00
General Operating Fund	508,508.90	General Operating Fund	508,508.90
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	64,747.00	Capital Reserve Fund	64,747.00
Total Assigned Reserve Funds	234,747.00	Total Assigned Reserve Funds	234,747.00
Total Operating Funds	755,078.12	Total Funds	755,078.12

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 Strategic Plan 2026–2028

Adopted by the Ontario Public Library Board of Trustees on December 16, 2025

Mission, Vision, and Core Values

- **Mission Statement:** Connecting community and resources in a welcoming, inclusive environment, fostering 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**
 - **Inclusive:** Welcoming to the community's interests, backgrounds, and ideas
 - **Connected:** Collaboration and cooperation built on trust
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Strategic Planning Process

In 2024, the Director of the Ontario Public Library and the Strategic Planning Subcommittee (Board of Trustees) assessed the Library's operations, priorities, goals, and vision. This process involved community interviews, a community survey, and conversations with stakeholders. The 2026-2028 strategic plan reflects industry best practices, regional trends, community needs, and Library priorities.

Strategic Priorities & Goals

Priority 1: Physical Space

Goal: Improve the physical space to increase accessibility, to reduce the Library's energy consumption, and to address the need for flexible physical spaces.

Objectives:

- ☑ 1.1 Improve ADA access to the library by adding a new ADA-compliant circulation desk on patron and staff sides, and using shorter shelving in the main room.
 - June 2026: Complete
- ☑/📄 1.2 Increase energy efficiency by replacing fluorescent lighting with brighter and longer lasting LED lighting.
 - June 2026: Complete for main room
 - June 2026: In progress; Pending possible extension into Children's area and Community Room
- ☑ 1.3 Establish a comfortable and private study room that enables patrons to separate themselves for private study or for a small gathering to include tutoring, interviews, or quiet meetings.
 - June 2026: Complete
- ☑ 1.4 Modernize the main room with new paint and flooring, and improve wayfinding with new signage. Update the furniture to be more comfortable for open meetings throughout the space and for staff to keep areas clean to protect patrons' safety.
 - June 2026: Complete

Priority 2: Sustainability & Governance

Goal: Ensure healthy, scalable governance by evaluating and modernizing policies and practices.

Objectives:

- 2.1 Evaluate and revise the policy manual to ensure relevance for current priorities.
 - June 2026: In progress
- X 2.2 Assess and modernize library practices for records retention, including digitization and storage.
 - June 2026: Not started yet
- 2.3 Align Board of Trustee roles and subcommittees to current priorities, and establish a list of duties for Trustees.
 - June 2026: In progress
- X 2.4 Create a Staff handbook.
 - June 2026: Not started yet
- 2.5 Create an internal financial audit process to complement the external audit process.
 - June 2026: In progress; Reviewed suggested financial audit process from OWWL and plan to revisit Fall 2026

Priority 3: Community & Outreach

Goal: Assess, curate, and promote the Library's resources, programs, and services.

Objectives:

- 3.1 Develop measurable objectives to assess the evolving needs of the community for library services, which includes collections, programs, technologies and other currently provided services.
 - June 2026: In progress; Strategic Planning Subcommittee established plan to (1) conduct initial evaluations for some summer programs, and (2) gather more information about community changes and anticipated needs
 - 3.2 Increase the number of community connections to tailor programming to community needs.
 - June 2026: In progress; Strategic Planning Subcommittee will connect with relevant town entities to develop deeper connections
 - 3.3 Formalize the process for conducting programming satisfaction surveys.
 - June 2026: In progress; Strategic Planning Subcommittee discussed ideas for survey methods for some summer programming
 - 3.4 Create a unique logo and brand voice for the Library and implement them across physical and virtual platforms.
 - June 2026: Complete
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OWWL LIBRARY SYSTEM

DIRECT ACCESS PLAN 2027–2031

Serving Ontario, Wayne, Wyoming, and Livingston Counties

A required component of the 2027–2031 Plan of Service, Effective January 1, 2027 – December 31, 2031, Required by Commissioner's Regulation §90.3

Introduction

The Direct Access Plan is a State-approved agreement between the OWWL Library System (the System) and the New York State Education Department, required by Commissioner's Regulation §90.3(a) through (d)(4). It is a required component of the System's 2027–2031 Plan of Service.

Direct access is a commitment to ensuring that all residents within the System's service area in Ontario, Wayne, Wyoming, and Livingston Counties can access the full range of library resources at all 42-member library locations. The OWWL Library System views this plan as a framework for equitable service. Every resident deserves access to a great library, regardless of which municipality they call home.

This plan addresses the delivery of library services to unserved and underserved residents who live within the System's geographic boundaries. It describes the limited conditions under which restrictions may be considered, as well as the steps the System takes before any restriction is imposed, including good-faith efforts to negotiate funding solutions with municipalities.

Definitions

The following definitions are drawn directly from Commissioner's Regulation §90.3 and govern the interpretation of all provisions in this plan.

Direct Access: "...the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library." (8 CRR-NY §90.3(d)(1)(ii))

Resident Borrower: "...an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library." (8 CRR-NY §90.3(a)(5))

Nonresident Borrower: "...an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system or who is a system cardholder." (8 CRR-NY §90.3(a)(6))

Underserved: "...those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services." (8 CRR-NY §90.3(a)(11))

Unserviced: "...those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system." (8 CRR-NY §90.3(a)(10))

Serious Inequities and Hardships: "...those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the direct access provisions contained in each system's approved plan of service and may include, but are not limited to, a definition of what constitutes excessive borrowing of a library's resources by nonresident borrowers." (8 CRR-NY §90.3(a)(9))

OWWL Library Card: The OWWL Library Card provides access to borrowing and services at all member library locations, as well as shared online services and digital collections. Cards are available at any member library location or at <https://owwl.org>.

Library Services for All Residents Within System Boundaries

This section describes how all individuals residing within the System's boundaries, including those living outside any member library's chartered service area, receive library services.

Free On-Site Use

Member libraries offer free on-site use of all library resources to residents of the four counties comprising the OWWL Library System service area: Ontario, Wayne, Wyoming, and Livingston. Free on-site use includes access to computers and the internet. Preference may be given to local residents for computer use.

Guest Access

On-site resources that require library card access have provisions for guest access to support use by residents and nonresidents who do not yet have an OWWL Library Card.

System-Wide OWWL Library Card

All member libraries offer direct access to all residents of the OWWL Library System service area by means of a single, free, system-wide OWWL Library Card. No fee may be charged to any individual within the System's service area for the issuance of this card.

Permitted Exceptions to Unrestricted Direct Access

Subject to approval by a majority of member libraries and without prior approval from the Commissioner of Education, member libraries may implement the following limited restrictions on access to services supported by local public funds:

1. Member libraries may give preference to residents of their taxing district for attendance at library programs, provided those programs are supported entirely by local tax funds.
2. Member libraries may give preference to residents of their taxing district for use of computers and internet resources.
3. Member libraries may restrict the loan of nonprint materials and equipment, and printed materials less than one year from the acquisition date, that were purchased with local tax funds, to residents of their taxing district.
4. Member libraries may restrict the loan of special, pilot, or experimental collections (as defined by individual libraries) to the residents of their taxing district.

Any restrictions implemented under items 3 and 4 above must be applied consistently with current System-wide policies, including policies approved by the OWWL Directors Advisory Council (OWWLDAC). Where a conflict exists between this plan and an adopted policy, the more restrictive provision applies. Member libraries must consult with the System before implementing any restriction under these items.

Jurisdictions with Populations Over 10,000 Not Contracting for Service

As specified in Commissioner's Regulation §90.3(d)(2)(i), member libraries shall not be required to provide direct access to their materials and services to residents of a jurisdiction of 10,000 population or more that has not exercised authority under Education Law §255 to establish and maintain a public library, and that is not contracting for public library service in accordance with Education Law §256. This restriction does not apply to the System's central library.

Library Services: When a Member Library Withdraws or Was Never a Member

Withdrawal of a Member Library

In the event that a member library withdraws from the System, residents of the withdrawing library's chartered service area will continue to be entitled to on-site access at all remaining member libraries as described above. The System will not be subject to

any loss of state aid so long as those residents continue to benefit from the System's library services (Education Law §272(1)(c)).

Libraries That Were Never System Members

Residents served by a chartered and registered library that has never been a member of the System will similarly be entitled to on-site access at all member libraries as described above.

Definition of Serious Inequities and Hardships

The OWWL Library System considers "serious inequities and hardships" to be conditions that adversely affect resident borrowers of member libraries and significantly deprive them of the opportunity to use library materials and services equitably.

Specifically, serious inequities and hardships occur when nonresident use by borrowers from any one municipality, school district, or other geographic or administrative area exceeds 10% of a member library's use statistics, and that area provides inadequate or no compensation for that use.

Criteria for Determining Serious Inequities and Hardships

The criteria used by the System to determine whether serious inequities and hardships exist include:

1. Excessive use of a library's collection by residents of a geographic or administrative area (such as a municipality or school district) that is not within any chartered public library service area and does not provide adequate funding for the library's services.
2. The level of funding from nonresident municipalities, school districts, or counties should approximate the per capita funding available at the library where the hardship occurs.
3. Member libraries experiencing such conditions may take reasonable measures to limit the services provided to excessive nonresident borrowers from areas that fail to provide sufficient funding, subject to the procedures described in the Modifications section below.

Excessive Out-of-Chartered-Service-Area Borrowing

The OWWL Library System defines excessive out-of-chartered-service-area borrowing as follows:

- Excessive borrowing from a single source occurs when over 10% of a member library's circulation or program attendance is attributable to nonresidents of any

one municipality, school district, or other geographic or administrative area outside the library's chartered service area.

- Excessive borrowing in aggregate occurs when over 50% of a member library's total circulation is attributable to nonresidents across multiple municipalities or areas outside the library's chartered service area, even if no single municipality reaches the 10% threshold on its own.

These two measures work together: the first identifies situations in which a single unserved area places a disproportionate burden on a library, while the second identifies situations in which the cumulative impact of nonresident use from multiple areas is unsustainable for the library's resident borrowers.

Unserved and Underserved Populations

Description of Unserved and Underserved Populations

The OWWL Library System serves four counties: Ontario, Wayne, Wyoming, and Livingston. Based on the 2020 United States Census, the total population of the System's service area is approximately 306,106:

COUNTY	2020 POPULATION
ONTARIO	112,458
WAYNE	91,283
WYOMING	40,531
LIVINGSTON	61,834
SYSTEM TOTAL	306,106

This represents a decrease of approximately 3,145 residents from the 309,251 figure reported in the 2022–2026 plan, which was based on 2010 Census data.

A portion of residents within the System's boundaries reside outside the chartered service area of any member library and are therefore counted as unserved. Based on a review of the New York State Library service area maps (revised August 1, 2025) and 2020 Census data, the estimated unserved population within the System's boundaries is approximately 28,000 to 32,000 residents. This represents a reduction from the 33,770 unserved residents identified in the 2022–2026 plan, reflecting both the region's overall population decline and ongoing service area expansion efforts by member libraries.

A geographic analysis of unserved areas, including town-level population estimates, is produced by the System as part of the annual report described in the Actions to Expand Library Services section below.

Criteria for Identifying Underserved Libraries

The System assesses the adequacy of local support by the ability of the member library to:

1. Meet the Minimum Public Library Standards as defined by the Commissioner's Regulations;
2. Meet its Integrated Library System (ILS) cost obligation to the System; and
3. Contribute to the shared downloadable collection of audiobooks and e-books.

Libraries that do not meet these criteria are identified as having insufficient local income to support the delivery of acceptable library services.

Actions to Expand Library Services to Unserved and Underserved Populations

The OWWL Library System is committed to expanding access to library services for all residents within its boundaries. Ensuring that all areas within the System's geographic boundaries are served by a chartered member library is a core part of the System's mission. The System takes the following actions to address unserved and underserved populations:

1. For member libraries serving surrounding unserved populations, the System encourages and advises Directors and Boards to consider expanding their chartered service area to include unserved residents and to pursue sustainable funding by becoming school or special district public libraries.
2. The System will produce an annual report identifying geographic areas within the system boundaries that fall outside any member library's chartered service area, including population estimates for those areas where available. This report will be shared with affected member library directors and boards to support informed conversations about service area expansion and funding advocacy.
3. Where expanding chartered service areas is not practicable, the System consults and assists member libraries with seeking funding from unserved municipal or county entities for nonresident use of member libraries.
4. The System works with the affected library to actively reach out to municipalities that do not provide library funding to open a dialogue about the value of library service and to explore sustainable funding arrangements. This outreach occurs before any member library imposes restrictions.
5. Should a member library become underserved, the System will support its efforts to seek budget increases from local funders or through budget votes.

Timetable for Actions

The annual unserved areas report will be produced each year of the plan period and distributed to member libraries no later than December. Advising member libraries about becoming district libraries and advocating for better funding remain ongoing activities

provided both on demand and periodically through workshops, individual consultations, and written communications throughout the five-year plan period (2027–2031).

Responsibility for Carrying Out Actions

The System's Executive Director is responsible for providing consulting services and technical assistance to member libraries and their boards as they evaluate options for expanding service areas and seek funding from municipalities and other local entities. Decision-making authority and fiduciary responsibility for each member library rests with that library's board of trustees.

Conditions Under Which Modifications to the Direct Access Plan May Be Made

Certain modifications to unrestricted direct access may be made in accordance with the procedures below. Any restriction imposed under this section must be proportionate, documented, and time-limited. The System's strong preference is to resolve access inequities through negotiation and funding solutions rather than through restrictions.

Modifications Without Prior Approval of the Commissioner of Education

Subject to approval by a majority of member libraries, the following modifications may be made without prior approval from the Commissioner of Education:

1. Member libraries that experience excessive nonresident borrowing as defined above may, upon appropriate public notice, place restrictions on the loan of library resources. Such restrictions are limited to nonprint materials and equipment, and printed materials less than one year from the acquisition date, that were purchased with local tax funds.
2. Member libraries may place restrictions on attendance at library programs, provided those programs are supported entirely with local tax funds.
3. Member libraries shall not be required to provide direct access to materials and services to residents of a jurisdiction of 10,000 population or more that has not exercised authority under Education Law §255 to establish a public library and is not contracting for service under Education Law §256.

Negotiation Procedure Prior to Invoking Restrictions

Ensuring equitable access across the System's service area is a fundamental part of the System's mission. When a member library experiences conditions that may warrant direct access restrictions, the System has both a responsibility and an obligation to become actively involved.

Before a member library invokes any permitted restriction, the OWWL Library System will take the following steps to pursue a funding-based resolution:

1. The member library notifies the System's Executive Director in writing that excessive nonresident borrowing conditions have been documented in accordance with the criteria above.
2. The System, working with the affected member library, identifies the municipality, school district, or other entity whose residents account for the excessive borrowing.
3. The System initiates contact with the relevant entity to present the data and discuss the impact on the member library. The goal of this outreach is to negotiate a funding arrangement (such as a contract for services under Education Law §256) that appropriately compensates the library.
4. The System provides the relevant entity with a reasonable period (no less than 60 days, unless circumstances require earlier action) to respond and to initiate good-faith funding discussions.
5. If the relevant entity does not respond or declines to negotiate in good faith, the System documents these efforts. The member library may then proceed with permitted restrictions with written notice to the System and to the affected entity.
6. All negotiation efforts, outcomes, and any restrictions imposed will be reported to the System Board.

This procedure reflects the System's commitment to expanding access and resolving inequities through partnership wherever possible. Restrictions are a last resort, not a first response.

Modifications Requiring Prior Approval of the Commissioner of Education

Subject first to approval by a majority of member libraries, and then to prior written approval from the Commissioner of Education, certain additional modifications may be made for individual member libraries. The System Board of Trustees shall not unreasonably delay submission of a member library's request to the Commissioner.

Any request submitted under this section must be in writing and must include all of the following:

1. Documentation of the serious inequities and hardships affecting the resident borrowers of the requesting member library, consistent with the definition above.
2. A description of the proposed modifications to unrestricted direct access, along with a description of the anticipated impact on both resident and nonresident borrowers after the modifications are approved and implemented. No proposed modification may include a fee or charge for a borrower's card.
3. A proposed timeframe within which the modifications will be in effect. Renewals must be requested on a timely basis before the specified end date.
4. System recommendations for remedying the underlying inequity, along with a proposed timetable for action.

The System is expected to continue serving all populations in areas where approved member library restrictions have been imposed. Restrictions apply only to individual member libraries; the System may not impose restrictions.

Assuring Member Library Compliance and Member Input

Compliance Assurance

Following approval of this Direct Access Plan by the member libraries, the System Board, and the Commissioner of Education, the Plan will be distributed to each member library accompanied by a communication from the System explaining:

- This Plan is required under Commissioner's Regulation §90.3 and is a condition of System membership;
- It has been approved by a majority of member libraries; and
- All members are required to abide by its terms.

In the unlikely event that a member library fails to comply with the terms of this Plan, the System will work directly with that library to bring it into compliance.

If compliance efforts are unsuccessful, the System may withdraw the following System services from the noncompliant library:

- Termination of consulting services;
- Termination of participation in the Integrated Library System (ILS);
- Termination of interlibrary loan services; and/or
- Termination of delivery service.

References

New York State Education Law

New York Education Law §255 — Authority to establish and maintain a public library.

New York Education Law §256 — Contracts for public library service.

New York Education Law §272 — Conditions under which library systems are entitled to state aid, including provisions governing member library withdrawal and system responsibilities.

New York Education Law §273 — State aid for public library systems, including provisions governing coordinated outreach services.

New York State Regulations of the Commissioner of Education

8 CRR-NY §90.2 — Minimum Public Library Standards.

8 CRR-NY §90.3 — Approval of Public Library Systems. Regulations of the Commissioner of Education, Title 8, Part 90. Primary regulatory authority for this plan, including definitions (§90.3(a)), approval requirements (§90.3(b) and (c)), direct access requirements (§90.3(d)(1)), permitted modifications without Commissioner approval (§90.3(d)(2)), modifications requiring Commissioner approval (§90.3(d)(3)), and provisional approval provisions (§90.3(d)(4) and (5)).

8 CRR-NY §90.4 — Central Library Services. Regulations of the Commissioner of Education, Title 8, Part 90.

New York State Library — Division of Library Development

New York State Education Department, New York State Library, Division of Library Development. *Public Library Systems Plan of Service: Instructions, 2027–2031*. Albany: New York State Library, 2026.

New York State Education Department, New York State Library, Division of Library Development. *Public Library Systems Plan of Service: Questions, 2027–2031*. Albany: New York State Library, 2026.

New York State Education Department, New York State Library. *OWWL Library System Service Area Maps, Series 6*. Revised August 1, 2025. Data sources: U.S. Census Bureau; New York State ORPTS; New York State Education Department.

U.S. Census Bureau

U.S. Census Bureau. *2020 Census National Redistricting Data Summary File (New York)*. Washington, DC: U.S. Census Bureau, 2021. Used for system-wide and county-level population figures.

U.S. Census Bureau. *TIGER/Line Shapefiles, 2020: County Subdivisions, New York*. Washington, DC: U.S. Census Bureau, 2020. Geographic boundary data for unserved area analysis.

Ontario Public Library

Policy 4006

PROCUREMENT

The Office of General Service (OGS) Procurement Information for local governments and special processing units (SPU) such as the Ontario Public Library is covered under NY General Municipal Law (GML) 301 and allow local policies and procedures as adopted herein.

Purchase contracts involving expenditures in excess of \$20,000 and contracts for public work involving expenditures in excess of \$35,000 are generally subject to competitive bidding under the law.

Goods and services for which competitive bidding is not required by NYS law shall be procured in a manner which:

- a. assures the prudent and economical use of public funds,
- b. is in the best interests of the taxpayers,
- c. will facilitate the purchase of goods and services of maximum quality at the lowest possible price, and
- d. guards against favoritism, fraud, corruption and extravagance.

OPL will consider these kinds of purchasing arrangements as available.

~~Piggybacking on~~ Extending existing contracts. This means that you can receive the same services and commodities as the contract holders at the same price.

Cooperative purchasing. This is when two or more local entities seek to purchase goods or services together, resulting in greater purchasing power and cost savings. Any city, town, village, county, fire or school district, BOCES, and improvement districts can sign an intergovernmental cooperative agreement to seek procurement together.

Purchasing Methods for Non-Bid Items

1. Cash management including petty cash are detailed in Policy 4064, Financial Controls.
2. All other purchases require a Purchase Order (P.O.) authorized by the Library Director. All claims are reviewed by the Board of Trustees and warrants voted for Board approval and payment.
 - a. P.O.s are not required for petty cash purchases.
 - b. P.O.s are not required for routine goods and services pre-approved annually for payment, by the Board of Trustees at their first meeting of the fiscal year.
 - c. Ongoing and continuous purchases made for the circulating collection do not require unique P.O.s.
 - d. The Library Assistant and/or **Senior** Clerk **Typist** manages P.O.s for accounting and reporting.

Ontario Public Library

Policy 4006

3. Equipment purchases whether through competitive or non-competitive bid must be approved by the Trustees prior to purchase when the cost equals 50% or more of the budget line.
4. Staff development costs must be approved by the Trustees, prior to purchase, when the costs equal 25% or more of the budget line. (Policy 2050).

Purchasing for Bid Items

Purchases in the amount of \$5000 or greater shall occur with documentation to the Trustees as follows:

Estimated Amount	Method of Purchase
\$65.00 Up to \$5,000	left to discretion of Library Director within budgetary appropriations.
More than \$5,000 to \$19,999	two (2) written/fax/email quotations quotes with approval of Trustees

Statutory Exceptions to this Policy

This policy shall not apply to the following purchases, as provided by law:

- Items purchased under county contract (General Municipal Law §103 [3])
- Items purchased under state contract (General Municipal Law §104)
- Articles manufactured in NYS Correctional Institutions (Corrections Law §184, 186)
- Professional services of an attorney, engineer, insurance agent/broker, physician, land surveyor, certified public accountant, investment management advisor, printing services involving extensive writing, editing or art work, management of programming services, emergency purchases, surplus & second-hand purchases from another governmental body.

Deaccession

The Board of Trustees must vote to deaccession items valued at \$850 and above.