

**ONTARIO PUBLIC LIBRARY
BOARD OF TRUSTEES
Agenda: Tuesday, March 18, 2025 4:00 PM**

The mission of the Ontario Public Library is to connect community members and resources in a welcoming and inclusive environment that fosters creativity and continuous learning.

- I. **Call to Order**
 - II. **Mission Statement**
 - III. **Revisions to Agenda** **Action: Vote**
 - IV. **Approval of Minutes**
 - i. **Minutes of meeting held February 25, 2025** **Action: Vote**
 - V. **Public Comment:** Members of the public should ask to speak. When recognized by the Chair, state your name and address. Limit comments to 4 minutes or less. If you have questions, someone will contact you.
 - VI. **Trustee Comments**
 - VII. **Town Updates: Anne Rehor**
 - VIII. **Director's Report and Statistics**
 - IX. **Financial Report**
 - a. **January 2025 Budget** **Action: Vote**
 - b. **January 2025 Bank Reconciliation** **Action: Vote**
 - c. **February 2025 Budget** **Action: Vote**
 - d. **February 2025 Bank Reconciliation** **Action: Vote**
 - e. **Warrants**

Warrant 2025-01	15,960.11
Warrant 2025-01-2	1,996.26
Warrant 2025-02	10,646.18
Warrant 2025-02-2	2,760.61
Warrant 2025-03	11,614.52
- Totaling: 42,977.68 **Action: Vote**
- X. **New Business**

- a. Policy 2010 Salaries
- b. Policy 2065 Staff Development
- c. Replacing Linux Public Computers
- d. Budgeting Process for 2026
 - i. Audit going forward?

Action: Vote
Action: Vote

XI. Unfinished Business

- a. Board Role Reports
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee
 - iii. Trustee Education: Anne Jurgens
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner

XII. Executive Session

Action: Vote

XIII. Next Board Meeting: Tuesday, April 15, 2025 at 5 p.m.

XIV. Adjournment

Action: Vote

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

February 25, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, February 25, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 5:00pm.

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

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

Approval of the Agenda

MOTION 20250225-1: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, to approve the agenda with the date changed from February 18th to February 25th. 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20250225-2: A motion was made by Ms. Lee, seconded by Ms. Jurgens, to approve the January 21, 2025 Board meeting minutes with the motion number corrections as discussed. 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

Acknowledgement and appreciation of first meeting with new Director

Town Updates

Ms. Rehor gave an update on a few general Town happenings.

Old Business

Board Role Reports – Board members provided updates as applicable.

January statistics were reviewed.

MOTION 20250225-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, to adopt the revision to Appendix 4020.3 Fine and Fee Schedule as presented. 5 Ayes 0 Nays MOTION CARRIED

MOTION 20250225-4: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, to adopt the revision to Policy 4070 Confidentiality of Records and add the Appendix as presented. 5 Ayes 0 Nays MOTION CARRIED

New Business

MOTION 20250225-5: A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to approve the extension of the 2020-24 Strategic Plan through 2025.** 5 Ayes 0 Nays MOTION CARRIED

The non-timeliness of Lattimore Physical Therapy’s billing process was discussed – no action at this time.

Policy 4004: Gifts and Bequests to the Library was discussed.

MOTION 20250225-6: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to accept the DLD Annual Report for 2024 as presented.** 5 Ayes 0 Nays MOTION CARRIED

Top three priorities for the Library were determined to be:

- 1. Hire Programming Clerk
- 2. Construction
- 3. Strategic Plan

Appointments/Resignations

MOTION 20250225-7: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the Programming Clerk job description with one change under “Minimum Requirements: Experience” as discussed.** 5 Ayes 0 Nays MOTION CARRIED

Executive Session

MOTION 20250225-8: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 7:02pm 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

7:02pm – Ms. Pierce left

7:27pm reconvene

Adjournment

MOTION 20250225-9: A motion was made by Ms. Jurgens, seconded by Mr. Arliss **to adjourn at 7:30pm.** 5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date

2025 March Director's Report

Facility

Leak: Still No Fix

Lots of painting in February at the library. Brandan, our new building maintenance person has painted my new office, Michele's new office and the former magazine wall in the library. He also repaired the wall which should save us some time when doing construction.

HOWEVER, while repairing the wall, it was discovered that there has been more leaking under the window by the couch opposite the Circulation desk and the wall is rotting behind the wallboard. Brian called a repair person to come fix it.

Friends of OPL

The Friends had a meeting on March 6. I attended. Most of the discussion revolved around the 2024 budget and the 2025 budget.

In 2024, the Friends exceeded their anticipated income by about \$1000, due in most part to donations from the Constellation company. They donated around \$1,800. Membership is down a bit as was the income from the ongoing sale and the annual book sale.

They budgeted \$4,150 for 2025 to receive and expend. They have allocated \$3,000 to library needs for 2025. The Friends have about \$12,570 in the bank.

Technology

Open Directory – Matthew from OWWL came and put most of the computers on Open Directory. He will return soon to finish with the laptops and a general inventory later this month.

While Matthew was here, he told us that the Linux computers that are used as our 5 public computers are reach the end of their lives as the Linux program is expiring at OWWL.

Programming

February brought a few programs back to the library including Adult Afternoon Craft, February Break and Tax Help. Adult Craft is very popular, even though we do it on Wednesdays at 1:00, 20 people signed up.

February Break included threats of snow that didn't come, as well as quite a bit of snow that wasn't predicted that interrupted programming. But, we did all get to make paper hang gliders, so we still had fun. And I also got to hang out with my friends at the Ontario Recreation Department to play the "Floor is Lava" at Break Camp, so we got to fit some team building in as well.

The library continues to partner with the Finger Lakes Community RSVP Volunteers to support the Tax Counseling for the Elderly program that provides free 2024 NY State and Federal tax preparation. This program began in February and will continue through the beginning of April. Those interested meet with tax volunteers, drop off their tax document and pick up their finished return the following week. The returns are completed by certified accountants. As more and more of our world becomes digital, this program is an important bridge to make sure that the tax process is accessible to everyone.

Personnel

Civil Service has accommodated us and allowed me to receive a promotional appointment to be the Director of the Ontario Public Library. Which means no more no more tests or list, I am the director in my probationary period and civil service certified. I will take an oath of office once all of the paper work has been completed.

I have submitted the Programming Clerk job description to be approved by Civil Service. They have allowed us post the position and accept applications before decisions are made.

Town of Ontario News

The Bossiness Improvement District has received a \$350,000 grant from NY State for improvements to the area. This covers any businesses or homes on Ridge Road in between Furnace and Knickerbocker. The town is convening a panel of volunteers to decide how to disseminate the money. No panel has been selected at this time.

Due to the recent watermain break, there is an increased interest in RAVE system, the Town's emergency alerts system. This system enables Ontario to provide town members with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods. Users will receive time-sensitive messages wherever they specify, such as home, mobile or business phones, email address, text messages and more.

Ben mentioned at a town meeting that the library can help get more residents signed up for this free service. He asked to partner up for a sign-up day on Monday, March 31. We will have sign-up times at 1:00pm and 5:30 for drop-ins. I suspect that the promotion of this event will result in more sign-ups than the event itself.

OWWL News

2025 Planning Cohort – Rachel, Lauren and Anne are officially part of the Cohort.

Trustee Workshops -

Upcoming Trustee Handbook Book Club sessions (All times: 5:00 PM to 6:30 PM):

Wednesday, April 30: Board Development: Recruitment, Orientation, Education and Evaluation

Tuesday, July 15: Recruiting & Retaining Quality Staff

Tuesday, November 18: Next Level Trusteeship: Building an Effective and Impactful Board Culture with guest speaker Terry Kirchner, Executive Director, Westchester Library System

Sexual Harassment Training -

Completed by all staff, except Anne and all Trustees, except Sean.

Respectfully,

Anne Rehor

3/18/25

Attached:

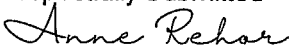
Town Report/Stats March 2025

Ontario Public Library March Report

Library Use Metrics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	2,127	2,161											
Use of Wifi	131	148											
Use of Public Computers	127	134											
New Card Holders	28	22											
Total Number of Programs	20	28											
Kid Attendance	41	207											
Adult Attendance	159	160											
Physical Circulation	3,693	3,523											
Digital Circulations	1,996	1,708											

February is always an interesting month at the Ontario Public Library and February 2025 was no different. February Break included threats of snow that didn't come, as well as quite a bit of snow that wasn't predicted that interrupted programming. But, we did all get to make paper hang gliders, so we still had fun. And I also got to hang out with my friends at the Ontario Recreation Department to play the "Floor is Lava" at Break Camp, so we got to fit some team building in as well.

The library continues to partner with the Finger Lakes Community RSVP Volunteers to support the Tax Counseling for the Elderly program that provides free 2024 NY State and Federal tax preparation. This program began in February and will continue through the beginning of April. Those interested meet with tax volunteers, drop off their tax document and pick up their finished return the following week. The returns are completed by certified accountants. As more and more of our world becomes digital, this program is an important bridge to make sure that the tax process is accessible to everyone.

Respectfully Submitted

 Library Director
 3/6/2025

**Budget
INCOME January 2025**

	Codes	Approved Allocation	Jan	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	621,000	0	0	621,000	0.0%
WCSD	A1001	10,000	10,000	10,000	0	100.0%
Total A		631,000	10,000	10,000	621,000	1.6%
Library Receipts		15,700	607	607	15,093	3.9%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	10,607	10,607	654,093	1.6%

Budget
EXPENSES January 2025

	Codes	Approved Allocation	Jan	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089	17,916	17,916	322,173	5.3%
Personnel Services	A7410.8	179,511	10,774	10,774	168,737	6.0%
Equipment	A7410.2	6,000	0	0	6,000	0.0%
Contractual	A7410.4	139,100	9,033	9,033	130,067	6.5%
Total Budget Expenditures		664,700	37,724	37,724	626,976	5.7%

January 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	187,340.48	Petty Cash/Change Fund	123.79
Plus Income	10607.36	CNB Checking	8,343.96
		CNB Savings	422,781.93
Subtotal	197,947.84	Lyons Payroll Checking	43,256.25
Less Expenses	37723.62	Lyons General Checking	5,911.53
		Statement Totals	480,417.46
Total	160,224.22	Deposits not Credited	0.00
		Subtotal	480,417.46
		Less Outstanding Checks /Charges	193.24
		Total	480,224.22
		Less Total Reserve Funds	320,000.00
General Operating Fund	160,224.22	General Operating Fund	160,224.22
Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,814.86	Legal Savings	11,814.86
Interest 1st Q	0.00	Interest 1st Q	0.00
Interest 2nd Q	0.00	Interest 2nd Q	0.00
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	0.00	Interest YTD	0.00
Transfer from Legal Savings Account	0.00	Transfer from Legal Savings Account	0.00
Transfer to Legal Savings Account	0.00	Transfer to Legal Savings Account	0.00
Legal Savings Total	11,814.86	Legal Savings Total	11,814.86
Contingency Reserve Fund	30,000.00	Contingency Reserve Fund	30,000.00
Cash Flow Reserve Fund	110,000.00	Cash Flow Reserve Fund	110,000.00
Audit Reserve Fund	10,000.00	Audit Reserve Fund	10,000.00
Technology Reserve Fund	20,000.00	Technology Reserve Fund	20,000.00
Capital Reserve Fund	150,000.00	Capital Reserve Fund	150,000.00
Total Assigned Reserve Funds	320,000.00	Total Assigned Reserve Funds	320,000.00
Total Operating Funds	492,039.08	Total Funds	492,039.08

General Operating Fund includes NY State Construction Aid	66,525.00
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Budget
INCOME February 2025

	Codes	Approved Allocation	Feb	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	621,000	621,000	621,000	0	100.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
Total A		631,000	621,000	631,000	0	100.0%
Library Receipts		15,700	506	1,113	14,587	7.1%
Fund Balance, unreserved	A909	18,000				
Total Budget Income		664,700	621,506	632,113	32,587	95.1%

**Budget
EXPENSES February 2025**

	Codes	Approved Allocation	Feb	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	340,089	18,600	36,516	303,573	10.7%
Personnel Services	A7410.8	179,511	9,611	20,385	159,126	11.4%
Equipment	A7410.2	6,000	0	0	6,000	0.0%
Contractual	A7410.4	139,100	5,484	14,517	124,583	10.4%
Total Budget Expenditures		664,700	33,695	71,419	593,281	10.7%

February 2025
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	160,224.22	Petty Cash/Change Fund	123.79
Plus Income	62,150.52	CNB Checking	14,678.63
		CNB Savings	1,024,039.84
Subtotal	781,729.74	Lyons Payroll Checking	23,033.54
Less Expenses	33,695.23	Lyons General Checking	6,158.71
		Statement Totals	1,068,034.51
Total	748,034.51	Deposits not Credited	0.00
		Subtotal	1,068,034.51
		Less Outstanding Checks /Charges	0.00
		Total	1,068,034.51
		Less Total Reserve Funds	320,000.00
General Operating Fund	748,034.51	General Operating Fund	748,034.51
Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,814.86	Legal Savings	11,814.86
Interest 1st Q	0.00	Interest 1st Q	0.00
Interest 2nd Q	0.00	Interest 2nd Q	0.00
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	0.00	Interest YTD	0.00
Transfer from Legal Savings Account	0.00	Transfer from Legal Savings Account	0.00
Transfer to Legal Savings Account	0.00	Transfer to Legal Savings Account	0.00
Legal Savings Total	11,814.86	Legal Savings Total	11,814.86
Contingency Reserve Fund	30,000.00	Contingency Reserve Fund	30,000.00
Cash Flow Reserve Fund	110,000.00	Cash Flow Reserve Fund	110,000.00
Audit Reserve Fund	10,000.00	Audit Reserve Fund	10,000.00
Technology Reserve Fund	20,000.00	Technology Reserve Fund	20,000.00
Capital Reserve Fund	150,000.00	Capital Reserve Fund	150,000.00
Total Assigned Reserve Funds	320,000.00	Total Assigned Reserve Funds	320,000.00
Total Operating Funds	1,079,849.37	Total Funds	1,079,849.37

General Operating Fund includes NY State Construction Aid	66,525.00
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Ontario Public Library

Policy 2010

SALARIES

The certified Library Director and the Youth Services Librarian shall be salaried. Other library staff shall be paid an hourly rate.

~~The salary of the Library Director and the Youth Services Librarian and the hourly rates of other staff shall be reviewed and approved by the Board of Trustees when developing the annual budget.~~ **Salaries and staff hourly rates shall be reviewed and approved by the Board of Trustees when developing the annual budget.**

When developing the annual budget, the Board of Trustees shall make provisions for compensation to staff for extra hours spent by hourly staff on library work.

Time worked in excess of a staff person's normal schedule will be compensated according to the wage schedule for hourly staff and compensatory time for salaried staff, at the Director's discretion.

POLICY ADOPTED: 05/21/1992

REVISED: 01/20/16 03/18/2025

REVIEWED: 01/20/16 03/18/2025

Ontario Public Library

Policy 2065

STAFF DEVELOPMENT

The Library Board recognizes the value of continuing education in improving staff performance and job satisfaction at Ontario Public Library.

To encourage such training, the Library will pay registration fees and expenses incurred by staff members to attend Board authorized conferences, within the contractual line in the Library's Operating Budget.

The Library will also pay registration fees and expenses incurred by staff members to attend Library Director approved area workshops, seminars, and training within the contractual line in the Library's Operating Budget.

If employees expect to be reimbursed for registration and expenses, the Board of Trustees must approve expenses, which exceed 25% of the Staff Development budget line, prior to registration.

Work time will be credited for the time in training, including transit time to and from the site.

Travel

Staff members who use their personal vehicle for attendance at meetings **to attend meetings** or training shall receive mileage reimbursement at **the** Standard Mileage Rate set by the IRS, after completing an expense reimbursement form, to be approved by the Library Director and audited by the Library Board in approval of the warrant. For some trips it may be required to use a rental vehicle rather than a personal vehicle for cost savings to the library. This determination will be made by the Library Director.

Civil Service Examinations

Staff members are granted leave with pay to take competitive and promotional Civil Service examinations for positions open at the Ontario Public Library. Staff members are also granted leave with pay to take competitive or promotional Civil Service examinations for potential positions under consideration by the Board at the Ontario Public Library. **A request** for such a leave is required two (2) weeks in advance to the Library Director.

Staff Training Day

The Board will close the Library one regular business day each year for staff training. The date will be **determined** in November by the Trustees when the annual calendar is set. The Library Director will plan the events of the day and report results to the Trustees at the subsequent Board Meeting.

POLICY ADOPTED: 03/1993 New 3/27/2018

REVISED: ~~03/27/2018~~ **03/18/2025**

REVIEWED:

Board of Trustees

Ontario Public Library

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