

# ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda: September 8, 2025 4:30 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.

1. Call to Order
2. Mission Statement
3. Revisions to Agenda Action: Vote
4. Approval of Minutes Action: Vote  
Minutes of meeting held August 19, 2025
5. Public Comment:
6. Trustee Comments
7. Town Updates: Anne Rehor
8. Director's Report and Statistics
9. Insurance Presentations
10. Financial Report
  - a. July 2025 Budget Action: Vote
  - b. July 2025 Bank Reconciliation Action: Vote
  - c. August 2025 Budget Action: Vote
  - d. August 2025 Bank Reconciliation Action: Vote
  - e. Warrants

Warrant 2025-07-2	\$824.32
Warrant 2025-08	\$12,354.48
Warrant 2025-08-2	\$1,743.48
Warrant 2025-09	\$9,992.55

Totaling: 24,914.83 Action: Vote
11. Old Business
  - a. Computer Order Cost not to exceed \$3,500 Action: Vote
  - b. Vote on Property Insurance Quote: Action: Vote
  - c. Approve 2025 Budget Action: Vote

Next Board Meeting: Tuesday, October 21, 5:00 P.M.

# ONTARIO PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda: September 8, 2025 4:30 PM

- d. Discussion: What happens at the Library to prepare for and during the 2026 Construction
- e. Board Role Reports
  - i. Construction: Sean Arliss
  - ii. Strategic Planning: Rachel Lee
  - iii. Trustee Education: Anne Jurgens
  - iv. Director Evaluation/Policy Review: Gail Kirchgessner
  
- 12. New Business
  - a. Approve 2024 Ontario Public Library Report to Community
- 13. Executive Session
  - a. Board Interview – Scott Rohnke
- 14. Adjournment Action: Vote

Next Board Meeting: Tuesday, October 21, 5:00 P.M.

**Ontario Public Library**

**Minutes for the regular meeting of the Board of Trustees**

**August 19, 2025**

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, August 19, 2025. 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, Anne Jurgens, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce, and a member of the public

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

**Approval of the Agenda**

**MOTION 20250819-1:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the agenda with the following addition:**

- **8. Old Business A. Board Roles v. Insurance Update**

5 Ayes 0 Nays MOTION CARRIED

**Approval of Minutes**

**MOTION 20250819-2:** A motion was made by Ms. Kirchgessner, seconded by Ms. Jurgens, **to approve the July 14, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

**Public Comment**

None

**Trustee Comments**

General comments were received.

**Town Updates**

The Town has a new Councilman, Dan Brake, and a new Assessor, Emily Kunz.

**Board Role Reports**

Board members provided updates as applicable.

**Policies to Approve**

**MOTION 20250819-3:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 4002 Public Safety as amended.** 5 Ayes 0 Nays MOTION CARRIED

**Policies to Approve (continued)**

**MOTION 20250819-4:** A motion was made by Ms. Jurgens, seconded by Mr. Arliss, **to adopt Policy 4002.2 Enforcement of Public Safety & Library Suspension as amended.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250819-5:** A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 4062 Annual Reports as amended.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250819-6:** A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to adopt Policy 4080 Community Room Use as amended.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250819-7:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to table action on Policy 5050 Library Trustee & Public Relations.** 5 Ayes 0 Nays MOTION CARRIED

**Old Business**

**MOTION 20250819-8:** A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to approve the Assurances for 2026 Construction Aid.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250819-9:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the discontinuation of OPL's Hoopla subscription effective September 1, 2025.** 5 Ayes 0 Nays MOTION CARRIED

**New Business**

The 2026 Budget was presented and discussed.

**MOTION 20250819-10:** A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve all necessary and allowable expenses up to \$2,500 for the attendance of OPL staff member(s) at the NYLA Annual Conference from November 6-8, 2025.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250819-11:** A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the 2026 operating calendar as presented.** 5 Ayes 0 Nays MOTION CARRIED

**MOTION 20250819-12:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to accept the resignation of Jenna Holihan and the extension of employment of Molly Sutton – end date TBD.** 5 Ayes 0 Nays MOTION CARRIED

6:46pm – member of the public left

6:48pm – Ms. Goodenough & Ms. Pierce left

**Executive Session**

**MOTION 20250819-13:** A motion was made by Ms. Lee, seconded by Mr. Arliss, **to enter into Executive Session at 6:51pm 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

7:42pm reconvene

**Adjournment**

**MOTION 20250819-14:** A motion was made by Ms. Lee, seconded by Ms. Jurgens to **adjourn** at 7:43pm.  
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 Monthly Director Statistics for Trustees

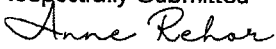
Library Use Metrics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	2,127	2,161	2,571	2,428	2,360	2,925	3,500	2,964					21,036
Use of Wifi	131	148	199	211	235	239	218	215					1,596
Use of Public Computers	127	134	143	157	150	108	120	94					1,033
New Card Holders	28	22	23	16	105	51	35	22					302
Total Number of Programs	20	28	28	27	21	50	45	25					244
Number Of Kid Programs	3	9	5	8	7	41	38	15					126
Number of Adult Programs	17	19	23	19	13	9	7	10					117
Total Number of Attendance	200	368	323	1083	230	1094	1,171	821					5,290
Number Of Kid Attendance	41	207	132	936	125	1009	1,108	636					4,194
Number of Adult Attendance	159	160	191	147	162	85	85	185					1,152
Total Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565					32,995
Kids Circulations	1,773	1,680	2,090	2,002	1,774	2,424	3,169	2,296					17,208
Adult Circulations	1,507	1,454	1,585	1,509	1,480	1,462	1,916	1,901					12,814
DVD Circulations	413	389	382	369	345	322	371	368					2,959
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	1,648					14,011
ILLs Sent	1,029	1,011	1,123	1,061	973	975	1,007	971					8,150
ILLs Received	773	805	775	728	732	728	818	718					6,077
Total Number of Books Purchased	84	136	105	275	93	158	59	79					989
Number of Kids Books	9	66	41	198	51	113	6	0					484
Number of Adult Books	75	70	64	77	60	72	53	79					550

# Ontario Public Library September Report

Library Use Metrics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Library Visits	2,127	2,161	2,571	2,428	2,360	2,925	3,500	2,964					21,036
Use of Wifi	131	148	199	211	235	239	218	215					1,596
Use of Public Computers	127	134	143	157	150	108	120	94					1,033
New Card Holders	28	22	23	16	105	51	35	22					302
Total Number of Programs	20	28	28	27	21	50	45	25					244
Kid Attendance	41	207	132	936	125	1,009	1,108	636					4,194
Adult Attendance	159	160	191	147	162	85	63	185					1,152
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565					32,995
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	2,296					14,011

In August, the Library finished up 2025 Summer Reading "Color Our World". Collectively, we read 42,520 minutes this summer. You can see all of these minutes read every time you walk in the library in the colorful chains that we have hung all throughout the Main Room of the Library. The fun we had can also be seen in the display case outside of the Board Room with some of our favorite summer pictures. Finally, wander back to the Kids' Room and check out our community art project, Quilting Squares.

As we move into the Fall we have a number of new programs returning, like Adult Art Time, Friend's Games Day, Tech Help and Master Gardener programs. We also have some new programs that we are trying out like, Tai Chi for Caregivers and Fall Master Gardener programs. We will be sharing how these programs go in the upcoming months as we move through the fall.

Respectfully Submitted  
  
 Library Director  
 9/4/2025

**Budget  
INCOME July 2025**

	Codes	Approved Allocation	Jul	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	621,000	0	621,000	0	100.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
<b>Total A</b>		<b>631,000</b>	<b>0</b>	<b>631,000</b>	<b>0</b>	<b>100.0%</b>
Library Receipts		15,700	596	<b>12,371</b>	3,329	78.8%
Fund Balance, unreserved	A909	18,000				
<b>Total Budget Income</b>		<b>664,700</b>	<b>596</b>	<b>643,371</b>	<b>21,329</b>	<b>96.8%</b>

**Budget  
EXPENSES July 2025**

	Codes	Approved Allocation	Jul	YTD \$ EXP	Amount \$ Variance	Percent Used
<b>Personnel Wages</b>	A7410.1	340,089	22,046	<b>146,087</b>	194,002	43.0%
<b>Personnel Services</b>	A7410.8	179,511	9,877	<b>71,618</b>	107,893	39.9%
<b>Equipment</b>	A7410.2	6,000	0	<b>773</b>	5,227	12.9%
<b>Contractual</b>	A7410.4	139,100	3,861	<b>36,872</b>	102,228	26.5%
<b>Total Budget Expenditures</b>		<b>664,700</b>	<b>35,784</b>	<b>255,351</b>	<b>409,349</b>	38.4%

**July 2025**  
**Ontario Public Library**

<b>OPERATING FUND</b>		<b>BANK RECONCILIATION</b>	
Beginning Operating Balance	610,548.48	Petty Cash/Change Fund	123.79
Plus Income	596.45	CNB Checking	19,312.37
<b>Subtotal</b>	<b>611,144.93</b>	CNB Savings	815,090.67
Less Expenses	35783.97	Lyons Payroll Checking	53,910.15
<b>Total</b>	<b>575,360.96</b>	Lyons General Checking	8,128.32
		<b>Statement Totals</b>	<b>896,565.30</b>
		Deposits not Credited	0.00
		<b>Subtotal</b>	<b>896,565.30</b>
		Less Outstanding Checks /Charges	1,204.34
		<b>Total</b>	<b>895,360.96</b>
		Less Total Reserve Funds	<b>320,000.00</b>
<b>General Operating Fund</b>	<b>575,360.96</b>	<b>General Operating Fund</b>	<b>575,360.96</b>
<b>Assigned Reserve Funds</b>		<b>Assigned Reserve Funds</b>	
<b>Legal Savings Total</b>	<b>11,814.86</b>	<b>Legal Savings</b>	<b>11,814.86</b>
Interest 1st Q	1.45	Interest 1st Q	1.45
Interest 2nd Q	1.48	Interest 2nd Q	1.48
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	2.93	Interest YTD	2.93
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
<b>Legal Savings Total</b>	<b>11,817.79</b>	<b>Legal Savings Total</b>	<b>11,817.79</b>
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
<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>	<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>
<b>Total Operating Funds</b>	<b>907,178.75</b>	<b>Total Funds</b>	<b>907,178.75</b>

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

	Codes	Approved Allocation	Aug	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	621,000	0	621,000	0	100.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
<b>Total A</b>		<b>631,000</b>	<b>0</b>	<b>631,000</b>	<b>0</b>	<b>100.0%</b>
Library Receipts		15,700	5,162	<b>17,533</b>	-1,833	111.7%
Fund Balance, unreserved	A909	18,000				
<b>Total Budget Income</b>		<b>664,700</b>	<b>5,162</b>	<b>648,533</b>	<b>16,167</b>	<b>97.6%</b>

**Budget  
EXPENSES August 2025**

	<b>Codes</b>	<b>Approved Allocation</b>	<b>Aug</b>	<b>YTD \$ EXP</b>	<b>Amount \$ Variance</b>	<b>Percent Used</b>
<b>Personnel Wages</b>	A7410.1	340,089	22,268	<b>168,356</b>	171,733	49.5%
<b>Personnel Services</b>	A7410.8	179,511	11,514	<b>83,132</b>	96,379	46.3%
<b>Equipment</b>	A7410.2	6,000	0	<b>773</b>	5,227	12.9%
<b>Contractual</b>	A7410.4	139,100	4,527	<b>41,398</b>	97,702	29.8%
<b>Total Budget Expenditures</b>		<b>664,700</b>	<b>38,309</b>	<b>293,660</b>	<b>371,040</b>	44.2%

**August 2025**  
**Ontario Public Library**

<b>OPERATING FUND</b>		<b>BANK RECONCILIATION</b>	
Beginning Operating Balance	575,360.96	Petty Cash/Change Fund	323.79
Plus Income	5161.53	CNB Checking	24,037.78
		CNB Savings	799,779.29
<b>Subtotal</b>	<b>580,522.49</b>	Lyons Payroll Checking	29,722.45
Less Expenses	38308.94	Lyons General Checking	8,400.64
		<b>Statement Totals</b>	<b>862,263.95</b>
<b>Total</b>	<b>542,213.55</b>	Deposits not Credited	0.00
		<b>Subtotal</b>	<b>862,263.95</b>
		Less Outstanding Checks /Charges	50.40
		<b>Total</b>	<b>862,213.55</b>
		Less Total Reserve Funds	<b>320,000.00</b>
<b>General Operating Fund</b>	<b>542,213.55</b>	<b>General Operating Fund</b>	<b>542,213.55</b>
<b>Assigned Reserve Funds</b>		<b>Assigned Reserve Funds</b>	
<b>Legal Savings Total</b>	<b>11,814.86</b>	<b>Legal Savings</b>	<b>11,814.86</b>
Interest 1st Q	1.45	Interest 1st Q	1.45
Interest 2nd Q	1.48	Interest 2nd Q	1.48
Interest 3rd Q	0.00	Interest 3rd Q	0.00
Interest 4th Q	0.00	Interest 4th Q	0.00
Interest YTD	2.93	Interest YTD	2.93
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
<b>Legal Savings Total</b>	<b>11,817.79</b>	<b>Legal Savings Total</b>	<b>11,817.79</b>
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
<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>	<b>Total Assigned Reserve Funds</b>	<b>320,000.00</b>
<b>Total Operating Funds</b>	<b>874,031.34</b>	<b>Total Funds</b>	<b>874,031.34</b>

General Operating Fund includes NY State Construction Aid	66,525.00
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**Budget INCOME 2026**

OPL 9/8/2025

	CODES	2025	2026	\$Change	%Change
Town of Ontario	A2360	621,000	602,100	(18,900)	-3.0%
WCSD	A1001	10,000	10,000	0	0.0%
Library Receipts		15,700	13,600	(2,100)	-13.4%
Fund Balance	A909	18,000	0	(18,000)	-100.0%
<b>TOTAL INCOME</b>		<b>664,700</b>	<b>625,700</b>	<b>(39,000)</b>	<b>-5.9%</b>

**Budget EXPENSES 2026**

OPL 9/8/2025

	CODES	2025	2026	\$Change	% Change
Personnel Wages	A7410.1	340,089	306,100	(33,989.00)	-10.0%
Personnel Services	A7410.8	179,511	155,600	(23,911.00)	-13.3%
Equipment	A7410.2	6,000	9,000	3,000.00	50.0%
Contractual*	A7410.4	139,100	155,000	15,900.00	11.4%
<b>TOTAL EXPENSES</b>		<b>664,700</b>	<b>625,700</b>	<b>(39,000.00)</b>	<b>-5.9%</b>

\*retirement

# Ontario Public Library

## 2024 Annual Report to the Community

**Materials Borrowed:**  
**77,017**

**Adult Books 24,615**

**Kids Books 23,634**

**Digital 19,062**

Books, Audiobooks, Magazines and Movies

**DVDs, Games and Audiobooks 9,557**

**Other Material 419**

**Library Visits**

**33,905**



**1,638**

**Reference Questions**

**Card Holders**

**3,643**

**WiFi and Public Computer Uses**

**2,979**

**Physical Materials Added**

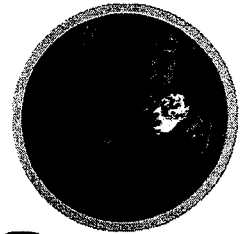
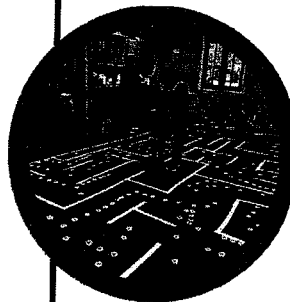
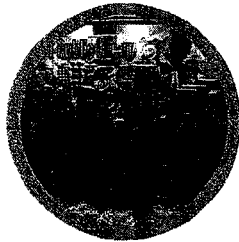
**2,715**

**Items Loaned to Other Libraries**

**7,739**

**7,083**

**Items Borrowed from Other Libraries**



**School Visits**  
 Number of Visits: 55  
 Attendance Numbers: 1,120



**2024 Programs**

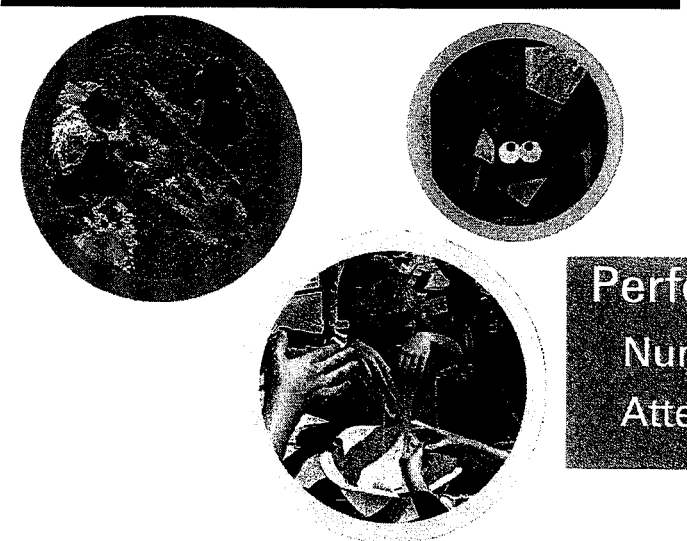
**Kid Programs**  
 Number of Programs: 107  
 Attendance Numbers: 3,658

**Teen Programs**  
 Number of Programs: 11  
 Attendance Numbers: 176

**Adult Programs**  
 Number of Programs: 155  
 Attendance Numbers: 1,360

**Total Programs: 273**  
**Total Attendance: 5,194**

**Programs Out Of Library**  
 Number of Programs: 21  
 Attendance Numbers: 1,428



**Performers/Experts Brought In**  
 Number of Programs: 17  
 Attendance Numbers: 890

**Ontario Public Library**  
**1850 Ridge Road, Ontario NY**  
**[www.ontariopubliclibrary.org](http://www.ontariopubliclibrary.org)**