

Ontario Public Board of Trustees
Agenda: Tuesday, October 21, 2025 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 Action: Vote to approve
Minutes of September 8, 2025
5. Public Comment:
6. Canandaigua Insurance Presentation
7. Trustee Comments
8. Town Updates: Anne Rehor
9. Old Business
 - A. Board Role Reports
 - i. Construction: Sean Arliss/Anne Rehor
 - ii. Strategic Planning: Rachel Lee
 - iii. Trustee Education: Anne Jurgens
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner
 - B. Policies to Approve
 - i. 5050 – Library Trustee & Public Relations Action: Vote
 - C. 2026 Budget Updates
10. New Business
 - A. Minimum Standards
 - i. <https://owwl.org/system/policies/minimum-standards-compliance-policy/>
 - ii. *[TRUSTEE NAME] moves that the [Ontario Public Library] Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner’s Regulation §90.2, and further directs [Anne Rehor] to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library’s website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. [TRUSTEE NAME] seconds, and the motion passes unanimously.*
 - B. Emily Birch received 2025 OWWL Library Systems Continuing Education Grant
 - C. OWWL Evergreen price updates

Next Board Meeting: MONDAY, November 17, 4:30 P.M.

D. 2025 OWWL Library System Annual Meeting Wednesday November 12/ OWWL Awards - Must Register

E. Deaccession of Items on Attached List: Action: Vote

11. Executive Session Action: Vote

12. Adjournment Action: Vote

Obsolete?

Ontario Public Library Policy 5050

LIBRARY TRUSTEE & PUBLIC RELATIONS

Library trustees, together with library staff, will engage in proactive efforts to create a positive image for the library in the community. The Library Board of Trustees, together with library staff, are dedicated to creating and maintaining a positive relationship with the community. Specifically, Library Trustees shall:

- Provide budget support for public relations to reach those groups and individuals in the library's service area who are not currently using the library's resources.
- Create a strong policy statement in support of a proactive public relations program and review it periodically.
- Promote the library by ~~speaking before~~ engaging with **[RL: I suggest "engaging with", because there are different ways to promote the library – not just speaking]** community groups, organizations, clubs, key leaders in the community, and the general public.
- Review the actual performance of the library to ensure that the needs of the community are being met, specifically:
 - Are the hours convenient?
 - Is the library *user friendly*; specifically, is the staff well trained and responsive to needs of the public?
 - Do the materials reflect the needs and interests of the community?
 - Do the library's resources include the latest in technological innovations within the constraints of space and budget?
- Maintain a close and open rapport with members of local, country, and state government. ~~figures in government both at the local, county, and state levels.~~
- ~~Raise the public's awareness of the library by involving trustees in fund raising activities. [RL: To me, raising public awareness is not the same as fundraising. The primary purpose of fundraising is to raise funds, and we already have a bullet about raising public awareness. Additionally, the lead in sentence for this list is about what the Trustees will do, so it's an odd choice to include "by involving the Trustees" in this item. By definition, every item in this list is something that involves the Trustees. I suggest either removing this item, or refocus this bullet on fundraising, not public awareness.]~~

Ontario Public Library

Policy 5050

- ~~Ensure that the library is located in an area that is physically visible to the general public.~~
[RL This item seems unexpected. What does it mean? That the building is visible from the road? Or a parking lot? Is this item necessary, or can we remove it?]
- Involve the community in the development, review, and evaluation of library resources and services by regularly collecting and evaluating data through survey instruments.

Minimum Standards Compliance Policy

Purpose

This policy outlines the expectations for member library compliance with the Minimum Standards for New York's Public and Association Libraries, as defined in Commissioner's Regulation §90.2. Compliance with these standards ensures eligibility for New York State aid, supports high-quality library service, and maintains the member library's good standing within the OWWL Library System.

Applicability

This policy applies to all public and association libraries that are members of the OWWL Library System.

Minimum Standards

All member libraries must comply with the following 14 Minimum Standards^{III}:

1. Written bylaws of the Board of Trustees; reviewed and re-approved at least every five years.
2. A community-based, board-approved, written long-range plan of service developed by the Board and staff.
3. A board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives.
4. Written policies for the operation of the library, reviewed at least every five years.
5. An annual, board-approved budget designed to address community needs as defined in the long-range plan.
6. Periodically evaluate the effectiveness of the library's programs, services and collections.
7. Maintain hours of service according to a schedule based on population served.
8. Maintain a facility which meets community needs, as outlined in the library's long-range plan; including adequate space, lighting, shelving, power and data infrastructure, and a public restroom.
9. Provide programming to address community needs.
10. Provide a circulation system that facilitates access to the local library collection and other library catalogs as well as providing equipment, technology, and internet connectivity to address community needs and facilitate access to information.
11. Provide access to current library information in print and online to facilitate the community's understanding of library services, operations and governance. Information provided online shall include items 1-5.
12. Employ a paid director with qualifications based on population served. The minimum education qualifications for library director as established in Commissioner's Regulation §90.8.
13. Provide library staff with annual technology training appropriate to their position, in order to address community needs.

14. Establish and maintain partnerships with educational, cultural or community organizations which will enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Compliance

Libraries must confirm their compliance with the Minimum Standards as part of the Annual Report to the New York State Library. Additionally, each library must submit documentation to the OWWL Library System annually confirming board-level review and affirmation of compliance. This can take the form of a board approved resolution, motion, or statement included in board meeting minutes.

Sample language for resolutions, motions, or statement included in meeting minutes may be obtained by contacting the OWWL Library System Executive Director.

This confirmation ensures the System can meet its annual obligation to certify that all member libraries are in compliance with the Minimum Standards, as required by the Division of Library Development.

Variance Requests

Libraries that are not in full compliance must submit a Variance Request Form for each unmet standard.

Libraries should contact the OWWL Library System for assistance in preparing and submitting this form.

Variance requests must outline specific plans and a timeline for achieving compliance.

Trustee Responsibility

Library trustees are legally responsible for ensuring that the library complies with Minimum Standards. Boards must be familiar with this policy and actively participate in planning and reporting processes.

Non-Compliance

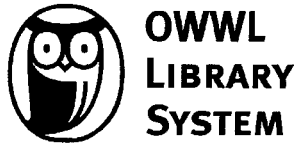
Libraries that do not submit documentation affirming compliance or required variance(s) will be ineligible for LLSA and LSSA payments. Additionally, they may fall out of compliance with the System and Member Library Relationship Policy. To receive System support and access to System services, member libraries must adhere to all required policies.

Prolonged or repeated failure to meet the Minimum Standards can place a library at risk of being found in violation of Education Law. This may result in action by the New York State Education Department, up to and including revocation of the library's charter.

System Support

The OWWL Library System provides guidance and resources to help all member libraries meet the Minimum Standards. For questions or support, contact the Executive Director.

Last Updated by the OWWL Library System Board of Trustees on August 13, 2025



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September 26, 2025

Dear Board Presidents and Directors,

I am writing to share important news regarding the Evergreen Integrated Library System (ILS) cost-sharing model for 2025. After careful review, the OWWL Library System Board of Trustees has approved a change in how these costs are allocated among member libraries.

What's changing?

In the past, the Evergreen cost share was calculated using a complex formula that took into account holdings, circulation, base charges, additions, cataloging, and other relevant factors. Beginning in 2025, cost shares will instead be based on each library's **chartered to serve population**.

This shift reflects a more balanced and equitable approach, as a library's responsibility to its community is better measured by its service population rather than the number of items added to the catalog or fluctuations in circulation. It also aligns our funding model with the core mission of libraries: serving the public.

What does this mean for your library?

- For most libraries, this new formula and the cost savings throughout the year lead to a smaller share for 2025.
- No library will exceed the previously suggested estimated budget figure for 2025 that was posted on OWWL Docs.
- The OWWL Board also approved a **35% subsidy** of total Evergreen costs this year, ensuring that member shares remain as affordable as possible.

Looking ahead

The service population-based formula will remain in place moving forward, and the System will continue to subsidize Evergreen costs to the greatest extent possible. Our goal is to maintain this essential service as both sustainable and affordable for all libraries.

A reminder: Evergreen is one of only three cost-shared services supported by member libraries. The other two are the OverDrive Funding for the Fiction collection and PC Security Software (all three are highlighted in the Cooperative Costs and System Funded Resources to Member

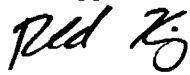
Libraries¹). By pooling resources in these areas, we can provide strong, reliable, and cost-effective services across the OWWL System.

Evergreen Cost Share at a Glance (2025)

- **Total Evergreen Cost:** \$402,611
- **Member Share:** \$259,077
- **System Subsidy:** \$143,534 (35% of total cost)
- **Covers:** hosting and maintaining the ILS, salaries and benefits for 3.60 FTE, equipment hosting, Evergreen licensing, staff training, BookWhere cataloging tools, Aspen, MessageBee, RRLC out-of-system courier service, Idrive (cloud backup), and iOS yearly updates.
- **Invoices:** Invoices with cost breakdowns will be sent to Directors the week of Monday, September 29, 2025.

Thank you for your ongoing support and partnership. This update is another step toward promoting fairness, transparency, and long-term stability in how we allocate funding for our shared services. If you have any questions about your library's 2025 allocation, please feel free to reach out.

With appreciation,



Ronald Kirsop
Executive Director
OWWL Library System

¹ Cooperative Costs and System Funded Resources to Member Libraries for Fiscal Year 2025, <https://owwl.org/wp-content/uploads/2024/11/2025-Cooperative-Costs-and-System-Funded-Resources-to-Member-Libraries.pdf>

Deaccession List Ontario Public Library 10/21/2025

- Microfiber Blonde Couch
- Art Wall Strip including poster
- Study Carrel
- Three Red Chairs in Fiction with Matching Table
- Rectangular Table by Circulation Desk
- 9 Wooden Desk Chairs (including 4 Blue Fabric Bottom Chairs)
- Wooden Spindle Table with Green Legs
- 23 Double sided Metal Shelving Units 90 in - Fiction
- 19 Double sided Metal Shelving Units 90 in – Nonfiction
- 8 Double sided Metal Shelving Units 90 in – Large Print
- 5 Double sided Metal Shelving Units 90 in – Large Print/New Books
- 16 90in Shelf Ends