

Ontario Public Board of Trustees
Agenda: Tuesday, December 17, 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
Minutes of November 17, 2025
5. Public Comment:
6. Trustee Comments
7. Town Updates: Anne Rehor
8. Old 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
 - B. Vote to Approve 2026 Final Budget as adopted by Ontario Town Board on November 18, 2025 Action: Vote
 - C. Adopt Salaries as budgeted for in 2026 Budget Action: Vote
 - D. Continue with 2025 Health Care Plan for 2026 Action: Vote
 - E. Pay Schedule for Staff during Construction Action: Vote
9. New Business
 - A. 2026-2028 Strategic Plan Action: Vote
 - B. Deaccession of Items on Attached List: Action: Vote
 - C. Preauthorization of Payments for 2026 Action: Vote
10. Executive Session Action: Vote
11. Adjournment Action: Vote

Next Board Meeting: Tuesday, January 20, 5:00 P.M.

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

November 17, 2025

The regular meeting of the Board of Trustees was held at Ontario Public Library on Monday, November 17, 2025. The meeting was presided over by President Lauren Frank who called the meeting to order at 4:31pm.

Present: Sean Arliss, Lauren Frank, Anne Jurgens, Gail Kirchgessner, Rachel Lee, Anne Rehor, Michele Goodenough, Jill Pierce, a member of the public

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

Approval of the Agenda

MOTION 20251117-1: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the agenda with the following changes:**

- **Add: 4. Minutes of meeting held October 29, 2025 - Action: Vote**
- **Add: 8. Director's Report & Statistics – Ms. Rehor has some verbal additions**
- **Remove: 11. New Business (all items)**

5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20251117-2: A motion was made by Ms. Kirchgessner, seconded by Ms. Lee, **to approve the October 21, 2025 Board meeting minutes as presented.** 4 Ayes 0 Nays 1 Abstention (Arliss) MOTION CARRIED

MOTION 20251117-3: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to approve the October 29, 2025 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

Addressed in Director's Report.

Director's Report

MOTION 20251117-4: A motion was made by Ms. Kirchgessner, seconded by Mr. Arliss, **to approve the Director's report with changes as discussed.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports

MOTION 20251117-5: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the September 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-6: A motion was made by Ms. Lee, seconded by Ms. Jurgens, **to approve the September 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-7: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the October 2025 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-8: A motion was made by Ms. Kirchgessner, seconded by M. Arliss, **to approve the October 2025 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-9: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve payment of the four warrants in the amount totaling: \$41,396.68.**

- 2025-09-2 \$6,756.85
- 2025-10 \$21,288.69
- 2025-10-2 \$2,876.19
- 2025-11 \$10,474.95

5 Ayes 0 Nays MOTION CARRIED

Old Business

MOTION 20251117-10: A motion was made by Ms. Jurgens, seconded by Ms. Lee, **to approve Whitney East as the contractor for the construction project.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-11: A motion was made by Mr. Arliss, seconded by Ms. Jurgens, **to close the Library for construction after the close of business at 2:00pm on December 20, 2025.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20251117-12: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to contract with Sheridan Brothers' Moving Company to move packed library contents and purchase boxes at a cost not to exceed \$5,000.** 5 Ayes 0 Nays MOTION CARRIED

Plans for construction preparation and possible operations during construction were discussed.

Board Role Reports

Board members provided updates as applicable.

Executive Session

MOTION 20251117-13: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to enter into Executive Session at 6:26pm 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

6:28pm – Ms. Rehor, Ms. Goodenough, Ms. Pierce & member of the public left

6:37pm reconvene

Adjournment

MOTION 20251117-14: A motion was made by Ms. Jurgens, seconded by Mr. Arliss **to adjourn** at 6:37pm.
5 Ayes 0 Nays MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Gail Kirchgessner date

Ontario Public Library December 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	2,273	2,639	1,920		27,868
Use of Wifi	131	148	199	211	235	239	218	215	202	243	165		2,206
Use of Public Computers	127	134	143	157	150	108	120	94	93	119	79		1,324
New Card Holders	28	22	23	16	105	51	35	22	39	22	14		377
Total Number of Programs	20	28	28	27	21	50	45	25	26	32	36		338
Kid Attendance	41	207	132	936	125	1,009	1,108	636	106	671	223		5,194
Adult Attendance	159	160	191	147	162	85	63	185	171	205	179		1,707
Physical Circulation	3,693	3,523	4,057	3,880	3,599	4,222	5,456	4,565	4,028	3,629	3,440		44,092
Digital Circulations	1,996	1,708	1,864	1,756	1,799	1,711	1,529	2,296	1,641	1,537	1,613		18,802

The countdown is on to the Library's 2026 Main Room Construction Project! We will be closed on December 22 to get the Main Room ready for construction to start on January 12. While we will be suspending programming for a bit to get through the loudest part of the demo, we will have programs happening in the community room in the later part of January. We will have regular updates on our Facebook page, webpage and through our newsletter. Anne will be posting pictures, so everyone can follow along.

On November 12, in Canandaigua the OWWL Library System held its annual OWWL Award presentation. The library system bestows awards on its' directors, staff members and board of trustee members that have done an outstanding job in 2025. We are thrilled to announce that our library board president, Lauren Frank, was named 2025's Trustee of the Year for her dedication to her community and our library. Director Anne Rehor was also given an award to honor all of her work during the 2026 Construction Aid process. We are very proud of them both!

Respectfully Submitted

Anne Rehor

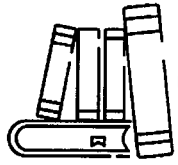
Library Director

12/4/2025

Budget INCOME 2026					
Ontario Public Library 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%
TOTAL INCOME		664,700	625,700	(39,000)	-5.9%

Budget EXPENSES 2026					
Ontario Public Library 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%
TOTAL EXPENSES		664,700	625,700	(39,000.00)	-5.9%

*retirement



Ontario Public Library

December, 16. 2025

To: Ontario Public Library Board of Trustees

From: Ontario Public Library Director

I request that that Board adopt the wage increases as voted on at the August 19, 2025 Library Board meeting. These increases will begin on January 1, 2026.

To review:

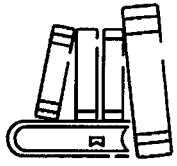
4 staff members are to receive a 4% increase.

3 staff members are to receive a 2% increase.

All pages are to receive the mandated increase of the minimum wage to \$16/h.

Thank you,

Anne Rehor,
Library Director



Ontario Public Library

December, 16. 2025

To: Ontario Public Library Board of Trustees

From: Ontario Public Library Director

As discussed throughout the 2025 Library Board meetings leading up to the 2026 Construction, I request that the Ontario Library Board of Trustees agree to pay all staff regular hours during the construction period beginning December 22 to when normal operating hours resume.

When necessary, staff may work at the library and from home, as detailed in Policy 2061 - Work from Home Policy. Time Cards will be filled out and signed by staff member and director on the regular biweekly schedule.

Thank you,

Anne Rehor,
Library Director

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
-

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.
- 1.2 Increase energy efficiency by replacing fluorescent lighting with brighter and longer lasting LED lighting.
- 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.
- 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.

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.
- 2.2 Assess and modernize library practices for records retention, including digitization and storage.

- 2.4 Align Board of Trustee roles and subcommittees to current priorities, and establish a list of duties for Trustees.
- 2.5 Create a Staff handbook.
- 2.6 Create an internal financial audit process to complement the external audit process.

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.
 - 3.2 Increase the number of community connections to tailor programming to community needs.
 - 3.3 Formalize the process for conducting programming satisfaction surveys.
 - 3.4 Create a unique logo and brand voice for the Library and implement them across physical and virtual platforms.
-

OPL Strategic Planning: Research

This content is for internal use only.

Community Engagement & Stakeholder Summary

The Ontario Public Library Board of Trustees gathered input from:

- Long-Range Planning Community Interview Analysis Report (OWWL System, 2025)
- Long-Range Planning Survey Analysis Report (OWWL System, 2025)
- OPL Trustee interviews with community leaders and OPL stakeholders (2025)

Long-Range Planning Community Interview Analysis Report (2025)

In 2025, the OWWL System analyzed community interviews conducted by libraries as part of the long-range planning cohort. The analysis reveals the following priorities for libraries to consider in the development of their strategic plans.

Key Recommendations

1. **Community engagement:** Host more participatory forums, youth-led initiatives, and neighborhood events.
2. **Visibility and communication:** Strengthen marketing, wayfinding, and digital presence to promote programs and services.
3. **Youth services:** Develop or expand after-school programs, teen spaces, and partnerships with youth orgs.
4. **Partnership building:** Position the library as a collaborator with schools, government, civic groups, and small businesses.
5. **Welcoming culture:** Prioritize a welcoming environment from programming to physical spaces to hiring practices.
6. **Infrastructure for growth:** Address future-oriented needs (facilities, funding, staffing) while preserving current strengths.

Long-Range Planning Survey Analysis Report (2025)

In 2025, the OWWL Library System conducted a survey of member libraries and library patrons.

The System analyzed responses from 242 library patrons across 27 different libraries in the OWWL Library System. The survey achieved strong response rates across all questions (61-98%), indicating high community engagement. The analysis reveals key themes around the library's role as a community hub, demand for expanded programming, and the need for improved facilities and accessibility.

Themes from the Survey Analysis

1. **Libraries as community hubs:** Patrons see libraries as essential gathering spaces and social anchors — "the heart of the community."

2. **High demand for diverse programming:** Educational workshops, arts and crafts, tech training, and children's programs topped nearly every interest list.
3. **Need for expanded and flexible physical spaces:** Requests for meeting rooms, quiet study areas, improved seating, and better accessibility were frequent and passionate.
4. **Improved hours and access:** Many respondents want extended evening and weekend hours, including Sundays, to better fit their schedules.
5. **Life skills and practical services matter:** There's growing interest in financial literacy, legal aid, notary services, and help with taxes, resumes, and job searching.
6. **Tech support and digital literacy:** Patrons value fast internet and want help with using devices, staying safe online, and learning digital tools.
7. **Serving all ages and abilities:** Libraries are asked to do more for seniors, teens, working adults, people with disabilities, and young families; each with unique needs.
8. **Better communication about services:** While satisfaction is generally high, patrons want clearer, more consistent messaging across email, social media, and in-library promotions.
9. **Inspiration from other libraries:** Visitors admire maker spaces, cafes, quiet zones, and modern interiors, and would love to see them locally.
10. **Libraries meeting community needs beyond books:** Libraries are expected to support mental health, emergency preparedness, community connections, and social services.

Key Recommendations

Immediate Priorities

1. **Enhance communication:** Implement multi-channel communication strategy with emphasis on email newsletters (preferred by 84%) and social media (65%).
2. **Expand educational programming:** Focus on educational workshops (78% interest), technology training (48% interest), and children's programs.
3. **Improve physical spaces:** Address comfort, lighting, and accessibility issues; add meeting/study rooms (52 mentions).
4. **Extend service hours:** Consider expanded evening and weekend hours where feasible (25% cited hours as barrier).

Medium-term Goals

1. **Develop life skills programming:** Implement financial literacy, job skills, and practical life services based on emerging community needs.
2. **Enhance digital services:** Expand technology training and improve digital infrastructure (32 mentions).
3. **Strengthen community partnerships:** Develop relationships for museum passes (12 mentions) and programming.
4. **Create specialized spaces:** Establish quiet zones, teen areas, and flexible meeting rooms.

Long-term Vision

1. **Anchor institution development:** Position library as central community gathering place leveraging high education levels (63% have college+ degrees).
2. **Comprehensive service integration:** Develop wraparound services addressing broader community needs, particularly for the 58% employed full-time population.
3. **Innovation and technology leadership:** Implement maker spaces and advanced technology services for the 87% tech-comfortable user base.

4. **Sustainability and accessibility:** Ensure services meet diverse income levels (32% earn \$75K-\$149K, but 13% under \$50K) and maintain digital equity.

Board Member Interviews with Stakeholders (2025)

In 2025, the OPL Board of Trustees conducted interviews with library stakeholders as part of the strategic planning process.

Stakeholder Groups

- OPL Staff
- OPL Board of Trustees
- President, Friends of Ontario Public Library
- Town Supervisor (Ontario)
- Code Enforcement Officer (Ontario)
- Parks and Recreation Director (Ontario)

The interviews provided context for OPL strategic planning and highlighted opportunities for collaboration in the context of Town priorities and challenges.

Key Themes from Stakeholder Conversations

- **The Library is a core resource:** The Library's core strength is its role as a critical support system and community hub. The Staff's strengths in customer service, teamwork, and community connection makes the Library a support system and educational center for area residents.
- **Rapid residential growth:** The central factor affecting all entities is rapid residential growth in the Town of Ontario (the fastest in Wayne County), which is both a challenge and an opportunity.
- **Infrastructure and space limitations:** Aging and inadequate Town infrastructure and space constraints at the Town Offices might create challenges for addressing the growing need for Town and Library programs and resources.
- **Human capital and volunteerism:** With population growth, various town departments might need to expand; the Friends of the OPL would like to grow membership, especially among younger demographics.

Key Recommendations

- **Continue to provide core support for area residents:** With population growth, the demand for services such as tax assistance, digital literacy, and children's programs will continue to grow.
- **Coordinate with Town Departments and community organizations to expand programming:** Leverage existing partnerships and create new ones to meet the needs of a changing and expanding residential population.

Appendices

Appendix 1: Demographic Data

U.S. Census Bureau (2023). *American Community Survey 5-year estimates*. Retrieved from *Census Reporter Profile page for Ontario town, Wayne County, NY*
<http://censusreporter.org/profiles/06000US3611755013-ontario-town-wayne-county-ny/>

A. General Population

Ontario town, Wayne County, NY

County Subdivision in: [Wayne County, NY](#), [New York](#), [United States](#)

10,489

Population

32.4 square miles

323.6 people per square mile

Census data: ACS 2023 5-year unless noted

B. Age

Demographics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

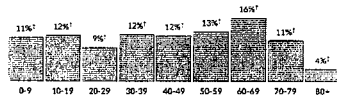
Age

44.4

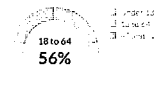
Median age

about the same as the figure in Wayne County: 43.6
about 10 percent higher than the figure in New York: 39.5

Population by age range

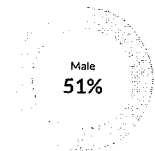


Population by age category

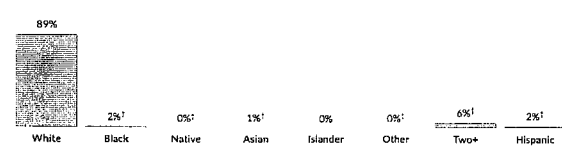


C. Race and Ethnicity

Sex



Race & Ethnicity



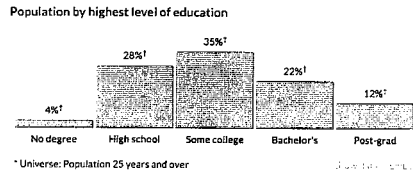
* Hispanic includes respondents of any race. Other categories are non-Hispanic.

D. Educational Attainment

Educational attainment

96% High school grad or higher
 a little higher than the rate in Wayne County: 91%
 about 10 percent higher than the rate in New York: 87.9%

33.4% Bachelor's degree or higher
 about 1.3 times the rate in Wayne County: 25.5%
 about 80 percent of the rate in New York: 39.6%



Appendix 2: Interview Questions

1. What challenges will the town/your organization face in the next 2-3 years?
2. What major decisions will you need to make in the next 2-3 years?
3. What goals or aspirations would you like to see come to fruition over the next 2-3 years?

Appendix 3: Stakeholder Conversations – Strengths, Challenges, and Strategic Impact

Commented [1]: Please review the notes in the tables to ensure that the information is accurate.

A. Staff and Operational Strengths

- **Strong staff commitment to the community:** One of the Library's strengths is its staff, who pride themselves on excellent customer service and a willingness to get patrons what they need ("If we don't have it, we get it"). The library is "user-friendly for seniors" and a safe place for patrons.
- **Teamwork and environment:** Staff cited the closeness of the team and a comfortable, non-judgmental environment as major strengths.
- **Community support:** The library is central to the community, serving as a support system for the unhoused, homeschoolers, and those needing help with computers or basic services (fax/copies).

B. Infrastructure and Space Limitations

Challenge	Detail	Impact on OPL/Town
Aging or Inadequate Town Infrastructure	Sewer, drainage/water management, and aging utility infrastructure need improvement/expansion	Limits commercial development and expansion.
Space Constraints	With residential growth, there is potentially long-term need for expanded Town offices, which could impact OPL's shared space.	Possible impact to OPL's facilities.

C. Human Capital and Volunteerism

Challenge	Detail	Strategic Impact
Town Staffing	With population growth, Town departments might need to expand staffing and must continue to attract talent into leadership and decision-making roles.	Might impact Town's ability to manage growth effectively, which could also impact Library funding and support services.
Friends of OPL Capacity	Need for younger, active members/volunteers to grow membership, work sales and handle technology.	Potential impact on financial support for OPL and community services (book sales).
Technical Support Requests	OPL occasionally supports patrons who require intensive technical support (e.g., signing up for an email address, filling out online applications), beyond the scope of traditional library services.	Highlights community gap in digital literacy.

D. Town Planning & Community Challenges

Challenge	Detail	Strategic Impact
Managing Growth	Expanding and updating infrastructure; attracting new residents and business; community uncertainty about or resistance to change.	Complicates efforts to expand services and infrastructure.
Commercial Development Limits	Town lacks population density for some types of commercial development; commercial expansion is hindered by current infrastructure (e.g., drainage concerns and railroad along RT 104).	Limits tax base growth and goals to add small businesses to Main Street.

Deaccession List Ontario Public Library 12/16/25

- All Wooden shelving behind circulation desk attached to wall
- Polycom Full Duplex Conference Phone

2026 Pre-authorization for Accounts Payable

Trustees have approved the pre-payment to these creditors per Procurement Policy (P4006):

Credit Accounts:	Amazon Business/Amazon Capital Services First National Bank of Omaha (CNB Visa)
Materials:	Cengage Learning, Inc Ingram Library Services
Personnel:	Payroll, Payroll Taxes Paychex
Personnel Services:	Disability & Worker's Comp Insurance Health Reimbursement Cost (HRA) Medical Insurance NYS Retirement (NYSLRS): annual, monthly,
Professional Services:	D & O Insurance; Liability & Property Insurance Optimum Pest Pros
Programming:	Performers Agreements
Operations/Supplies:	Brodart Demco Petty Cash Quill Staples Target.com Telephone Costs: Clearlyfly Toshiba: Lease Tops
Technology/Web Services:	Adobe Canva Constant Contact Paychex Cyber Security Liability Insurance