

Ontario Public Board of Trustees
Agenda: Tuesday, March 17, 2026 4:00 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 February 17, 2026 Action: Vote

5. Public Comment:

6. Trustee Comments

7. Town Updates/Construction: Anne Rehor

8. Financial Report
 - a. 2026 February Budget Income Action: Vote
 - b. 2026 February Budget Expenses Action: Vote
 - c. 2026 February Bank Reconciliation Action: Vote
 - d. Warrants

2026-02-2	\$4,885.60
2026-03	\$90,630.77
Totaling: \$ 95,516.37 Action: Vote	

9. Old Business
 - a. Vote on Purchase of New Shelving for Main Room Renovation at an anticipated cost of \$42,059.70 Action: Vote
 - b. Policy Review
 - i. 4000.2 Public Use of Library Computers, Network, Wi-Fi Including Internet Action: Vote
 - ii. 4002 Public Safety/Library Code of Conduct Action: Vote
 - iii. 4080 Community Room/Study Room Policy Action: Vote
 - c. Board Role Reports Discussion:
 - i. Construction: Sean Arliss
 - ii. Strategic Planning: Rachel Lee
 - iii. Finance: Scott Rohnke
 - iv. Director Evaluation/Policy Review: Gail Kirchgessner

10. New Business
 - a. Dates in September/October for book banning workshop

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

- b. Town Board Meeting Dates to attend: Mondays 3/24, 4/13, 4/27, 5/11, (Tuesday 5/26), 6/8, 6/22, 7/13, 7/27
- c. Purchase Furniture for Main Room not to exceed \$5,000
- d. OWWL suggested Financial Oversight and Audit Cycle Policy Discussion
- e. Policy Homework for April Meeting; 1060: Customer Service for Members and Visitors, 2015: Staff Conduct, and 2017: Employment

11. Adjournment

Action: Vote

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

Ontario Public Library

Minutes for the regular meeting of the Board of Trustees

February 17, 2026

The regular meeting of the Board of Trustees was held at Ontario Public Library on Tuesday, February 17, 2026. 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, Rachel Lee, Scott Rohnke, Anne Rehor, Michele Goodenough, Jill Pierce

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

Approval of the Agenda

MOTION 20260217-1: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve the agenda as presented.** 5 Ayes 0 Nays MOTION CARRIED

Approval of Minutes

MOTION 20260217-2: A motion was made by Ms. Kirchgessner, seconded by Mr. Rohnke, **to approve the January 20, 2026 Board meeting minutes as presented.** 5 Ayes 0 Nays MOTION CARRIED

Public Comment

None

Trustee Comments

General comments were received.

Town Updates

The Town Hall is also getting a makeover in the form of some fresh paint.

Financial Reports

MOTION 20260217-3: A motion was made by Mr. Arliss, seconded by Ms. Lee **to approve the January 2026 Budget as presented.** 5 Ayes 0 Nays MOTION CARRIED

MOTION 20260217-4: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to approve the January 2026 bank reconciliation as presented.** 5 Ayes 0 Nays MOTION CARRIED

Financial Reports (continued)

MOTION 20260217-5: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to approve payment of the three warrants in the amount totaling: \$34,149.18.**

- 2026-01 \$17,722.31
- 2026-01-2 \$4,059.70
- 2026-02 \$12,367.17

5 Ayes 0 Nays MOTION CARRIED

Old Business

Board Role Reports - Board members provided updates as applicable.

New Business

5:41pm – Mr. Rohnke left

MOTION 20260217-6: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to adopt Policy 1000 Mission Vision and Core Values as amended.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20260217-7: A motion was made by Ms. Lee, seconded by Mr. Arliss, **to remove Policy 4060 Policy Review as redundant.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

MOTION 20260217-8: A motion was made by Mr. Arliss, seconded by Ms. Kirchgessner, **to adopt Policy 5020 Minimum Standard Compliance Policy with changes as discussed.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

Policies for review at the March meeting were announced.

Reopening party tentative date and plan ideas were discussed.

MOTION 20260217-9: A motion was made by Ms. Lee, seconded by Ms. Kirchgessner, **to extend Ms. Rehor's 2025 vacation balance carryover use deadline from February 28, 2026 to April 30, 2026.**

4 Ayes 0 Nays 1 Absent MOTION CARRIED

The results of the rebranding and new logo were presented.

Executive Session

MOTION 20260217-10: A motion was made by Mr. Arliss, seconded by Ms. Lee, **to enter into Executive Session at 6:33pm 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.** 4 Ayes 0 Nays 1 Absent MOTION CARRIED

6:46pm reconvene

Adjournment

MOTION 20260217-11: A motion was made by Mr. Arliss, seconded by Ms. Lee **to adjourn** at 6:47pm.
4 Ayes 0 Nays 1 Absent MOTION CARRIED

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

Respectfully submitted by Secretary, _____ on _____
Rachel Lee date

March Report from ontario public library

LIBRARY REOPENING!

tentative date:
April 20th!

Construction is
almost over!

Demo on the Library's Main Room Construction Project was completed in January, which means that February is for all of the new build. We have new; lighting, ceiling grid and tiles, paint, carpeting, Study Room and Circulation Desk and cabinets installed!

We would have been on track to open middle of March, but our shelving company delayed our shipment date over a month and a half. We are now keeping our fingers crossed that the shelves will arrive on the updated date and we can get the library ready to open as soon as we can!

Upcoming Programs

- Master Gardener's Series
- Tech Programs
- Book Clubs
- Tax Help
- Art for Adults
- and always Storytime!

all times on our website

We started programs in the library's Community Room in January, but we expanded in February.

We added Art for Adults back on the 4th

Wednesday of month. Tax Help for Seniors has also been well attended. And our Storytime has been keeping our pre-schoolers entertained even with this winter's weather.

Watch for spring and the return of the Master Gardners!

New Logo for Ontario Public Library!



New things have been happening behind the scenes, too!

We have a new logo and will be rebranding from Ontario Public Library to OPL. This will be seen as we reopn, with new signage throughout the library and on social media in the coming months.



Respectfully Submitted,

Anne Rehor
Director
3/2026

Don't Forget...!

Even while closed, you can still place holds and pick them up at the library.

check our website for Pick Up Times!

**Budget
INCOME February 2026**

	Codes	Approved Allocation	Feb	YTD \$ INC	Amount \$ Variance	Percent Received
Town	A3260	602,100	0	0	602,100	0.0%
WCSD	A1001	10,000	0	10,000	0	100.0%
Total A		612,100	602,100	612,100	0	100.0%
Library Receipts		13,600	2,594	2,864	10,736	21.1%
Fund Balance, unreserved	A909					
Total Budget Income		625,700	604,694	614,964	10,736	98.3%
NY Construction Aid & Capital Fund				87,486		

Total Income Budgeted & Aid/Capital Fund 713,186

**Budget
EXPENSES February 2026**

	Codes	Approved Allocation	NY Const. Aid/Capital Fund Transfer	Feb	YTD \$ EXP	Amount \$ Variance	Percent Used
Personnel Wages	A7410.1	306,100		21,923	43,624	262,476	14.3%
Personnel Services	A7410.8	155,600		11,394	23,535	132,065	15.1%
Equipment	A7410.2	9,000		0	0	9,000	0.0%
Contractual	A7410.4	155,000	87,486	86,059	99,422	143,064	7.7%
Total Budget Expenditures		625,700	87,486	119,376	166,581	546,605	26.6%

Total Budgeted Expenditures & Aid/Capital Fund	713,186
Sheridan Moving Co.	3,371
Labella Associates	4,290
Whitney East, Inc.	79,825
YTD Construction Expenses	87,486

February 2026
Ontario Public Library

OPERATING FUND		BANK RECONCILIATION	
Beginning Operating Balance	281,303.19	Petty Cash/Change Fund	224.78
Plus Income	604,694.06	CNB Checking	44,237.26
		CNB Savings	1,009,846.57
Subtotal	885,997.25	Lyons Payroll Checking	24,330.36
Less Expenses	119,376.41	Lyons General Checking	9,821.56
Transfer to Capital Reserve Fund	150,000.00	Statement Totals	1,088,460.53
Total	616,620.84	Deposits not Credited	0.00
Transferred from Capital Reserve Fund	28,000.00	Subtotal	1,088,460.53
		Less Outstanding Checks /Charges	1,839.69
		Total	1,086,620.84
		Less Total Reserve Funds	442,000.00
General Operating Fund	644,620.84	General Operating Fund	644,620.84
Assigned Reserve Funds		Assigned Reserve Funds	
Legal Savings Total	11,820.77	Legal Savings	11,820.77
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	11,820.77	Legal Savings Total	11,820.77
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	272,000.00	Capital Reserve Fund	272,000.00
Total Assigned Reserve Funds	442,000.00	Total Assigned Reserve Funds	442,000.00
Total Operating Funds	1,098,441.61	Total Funds	1,098,441.61

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
Total Construction Expenses	87,485.71

Demco

Print Order

Order # Open

Created : 2025-10-23

Reference Number: 5296016800

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
DEMCO DF Flat Shelf Steel Shelving 66"Hx20" Adj 24" Base	W13830730	\$709.00	50	\$35,450.00
DEMCO SF Flat Shelf Steel Shlvg 90"H x 10" adj, 12" base	W13830480	\$599.00	16	\$9,584.00
DEMCO SF Flat Shelf Steel Shlvg 66"H x 10" adj, 12" base	W13830390	\$469.00	1	\$469.00
DEMCO SF Closed Base Shelf 36"W x 10"D	W13831310	\$115.00	9	\$1,035.00
Rectangular Wood Veneer End Panel 70"H x 25-1/2"W DF	W13565920	\$499.00	7	\$3,493.00
Slatwall Veneer End Panel 70"H x 25-1/2"W Double-faced	W13566040	\$519.00	5	\$2,595.00
Rectangular Wood Veneer End Panel 94"H x 13-1/2"W SF	W13565900	\$315.00	4	\$1,260.00

Merchandise Total at List	\$56,222.00	53,886
Sale/Discount Savings	-\$2,336.00	
Dollar discount applied to the order	-\$13,471.00	40,415
Shipping	\$1,644.72	
Tax	\$0.00	+ 1,044
Total	\$55,530.72	43,059.72

Ontario Public Library

Policy 4000.2

PUBLIC USE OF LIBRARY COMPUTERS, NETWORK, WI-FI INCLUDING INTERNET

Purpose and Scope

The Ontario Public Library provides public access to the internet as one resource to fulfill the mission of the Library. The internet expands the scope of information available at the Ontario Public Library. It is, however, an unregulated medium that changes constantly and unpredictably. The Library is not responsible for the quality or accuracy of information found on the internet. Users are responsible for evaluating information received via the internet. IN UPDATED POLICY BELOW

As a member of OWWL Library System (OWWL), the Ontario Public Library delivers internet access through via OWWL. Compliance with the Children's Internet Protection Act (CIPA) is also provided through OWWL. IN UPDATED POLICY BELOW

~~Anyone with a valid OWWL Library card who owes less than \$5.00 in fees may use their library card to login to a computer. Cardholders with fees totaling \$5.00 or more, as well as patrons without a library account, may obtain a guest pass to login to the computer.~~

Patrons can only use their own library card to access the Library's computers. Use of another individual's library card may result in confiscation of the card and/or the removal of the violating patron's access to Library computers. IN UPDATED POLICY BELOW

As with any library resource, parents and guardians are responsible for supervising their children's use of the internet. Parents are encouraged to discuss safety precautions with their children. IN UPDATED POLICY BELOW

Acceptable Use

All people using the Library's computers must agree to the Library's policies and rules governing the use of the Library's computers. In accordance with federal and state laws and regulations, computer users are not permitted to access the internet in the library for any illegal or criminal purpose. IN UPDATED POLICY BELOW

Use of public computers on the library network with connectivity to the internet through OWWL Library Systems is also subject to the OWWL Library System Access Policy Member Library Agreement. IN UPDATED POLICY BELOW

POLICY ADOPTED: 11/20/1997
REVISED: 09/19/2023
REVIEWED:

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Policy 4000.2

No more than two people are allowed at a single computer at a time; staff reserves the right to deny computer users from using a second chair reserved for a different computer station. Both individuals will be held accountable for any damages or rule infractions. IN UPDATED POLICY BELOW

Users may not make any changes in any program setup or the hard drive configuration. Patrons may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer are deleted and will be lost once the computer user closes the session (“logs out”) or computers are shut down. IN UPDATED POLICY BELOW

Staff Assistance

Library staff are trained to provide limited support and will assist patrons as time allows. Training on general use, and use of Library resources is available. Training shall be available through library-sponsored classes, technology time sessions, individual training sessions (of up to 30 minutes duration) with staff based on staff availability, and/or online tutorials. In-depth training in use of technology or development of technical skills is not available. IN UPDATED POLICY BELOW

~~Users should immediately report any problems with public-use equipment to staff.~~

Rights of Users

Public access computers are located in public areas shared with library staff and visitors of all ages, backgrounds, and sensibilities. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

The internet is not a secure medium and all transactions, files, and communications may be subject to unauthorized access by third parties. The Library does not, as part of its regular practice, retrieve any information, including websites visited, passwords, credit card numbers, or any other information a visitor has entered. Public computers are programmed to erase all customer-use records, except those essential for Library business operations. IN UPDATED POLICY BELOW

Suspension of Library Privileges

The user is held responsible for his/her activity on the Internet.

Persons who do not follow these rules may be prohibited from using computers or other library equipment, have their library privileges suspended, be barred from the Library, and/or be prosecuted for illegal activities. IN UPDATED POLICY BELOW

POLICY ADOPTED: 11/20/1997
REVISED: 09/19/2023
REVIEWED:

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Policy 4000.2

Wireless Access

The Ontario Public Library offers free wireless internet access for use with laptop computers and other wireless devices. While the Library's content filtering software applies to wireless usage, the public wireless network is accessible for all ages without restriction. IN UPDATED POLICY BELOW

The Library assumes no responsibility for any alterations or interference with a device's configuration, operation, or data files resulting from connection to the wireless network. Due to insurance limitations and warranties, library staff members cannot configure patrons' devices. IN UPDATED POLICY BELOW

- ~~Virus and security protection is the user's responsibility.~~
- ~~The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities.~~
- ~~The Library cannot guarantee that the wireless service will be available at any specific time.~~
- ~~The connection shall not be used for illegal or time-consuming commercial purposes, or for purposes that infringe on other patrons' access to equal bandwidth.~~
- ~~Patrons shall defend, indemnify, and hold the Ontario Public Library, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the patron's use of the wireless connections.~~

Policy Subject to Revision

~~This policy on the "Public Use of Library Computers, Network, Wi-fi including Internet" may be revised by the Trustees of the Library from time to time.~~

UPDATED POLICY

PUBLIC USE OF LIBRARY COMPUTERS, NETWORK, WI-FI INCLUDING INTERNET

The mission of the Ontario Public Library is to be the lifelong learning center of its community. In support of this mission, the Ontario Public Library offers community access to the Internet. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collections.

The internet is not a secure medium and all transactions, files, and communications may be subject to unauthorized access by third parties. The Library does not retrieve any information; including websites visited, passwords, credit card numbers, or any other information a visitor has entered. Public computers are programmed to erase all customer-use records, except those essential for Library business operations.

POLICY ADOPTED: 11/20/1997

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REVIEWED:

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Ontario Public Library

Policy 4000.2

As a member of the OWWL Library System (OWWL), Ontario Public Library is compliant with OWWL's Acceptable Use and Internet Safety Policy, which includes CIPA.

To maximize the availability of this service for all potential users, please follow these procedures and guidelines:

- In offering Internet access, the Ontario Public Library cannot guarantee that information found through the Internet is accurate, authoritative, or factual. We cannot be held responsible for its content. Nor can the library control access points that often change rapidly and unpredictably.
- All Internet and computer users must use their own public library card valid for use at the Ontario Public Library. Guest Passes are available for those without a library card,
- Internet access is on a first-come, first-served basis.
- Unless staff approval has been given, there is a maximum of two people at a computer at a time.
- The library staff's availability to help users with basic computer use or with Internet access is limited. If necessary, scheduled technical help is available.
- Anything downloaded to or saved on the hard drive is temporary, and the library is not responsible for any loss of data that may occur. Public computers are restored to default settings when logged out.
- Users will be charged for printouts.
- Parents and guardians are responsible for supervising their children's use of the internet.
- Free WiFi is available to all. OWWL will control access to the Wi-Fi network by a splash page that will communicate patron terms of use.
 - The Library assumes no responsibility for any alterations or interference with a device's configuration, operation, or data files resulting from connection to the wireless network. Due to insurance limitations and warranties, library staff members cannot configure patrons' devices.
- The computer may be used for legal purposes only. Unacceptable purposes include but are not limited to the following:
 - Destruction or damage to the equipment, software, or data belonging to the library
 - Unauthorized copying of copyright protected material
 - Violation of computer security
 - Violation of software license agreements
 - Violation of user privacy
 - Viewing of obscene, pornographic, or otherwise inappropriate material
 - Using the Internet for any illegal activity, criminal purposes, or violating any federal, state or local law (e.g. copyright, child pornography etc.)
- Misuse or abuse of the computer or Internet access may result in suspension of Internet and/or Library privileges. The Library has the right to revoke Internet privileges for any violation of the acceptable use policy. In accepting this policy,

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REVISED: 09/19/2023
REVIEWED:

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**Ontario Public Library
Policy 4000.2**

users agree to abide by all library policies.

POLICY ADOPTED: 11/20/1997
REVISED: 09/19/2023
REVIEWED:

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Ontario Public Library

Policy 4002

PUBLIC SAFETY

The Library strives to provide a safe space to people of all ages and backgrounds, to operate its premises safely, and to reduce the chance of harm. The Library encourages and seeks mutual respect among the public and between the public and its staff.

The Library provides services to people regardless of age, origin, gender, race, religion, or personal choices that may at times be offensive to others, but are legal. Services include opportunities for learning, borrowing materials, meeting with others, reading, and nourishing readers.

Staff members are committed to:

- providing an environment that encourages study and exploration.
- helping children find materials for school work and recreational reading.
- helping all members and guests locate informational, cultural and recreational materials, and providing short programs that inform and enrich.

The Library prohibits smoking and vaping, drugs, and alcohol.

Pandemic Response Plan

In compliance with New York State Labor Law §27-e, Trustees adopted the Ontario Public Library Pandemic Response Plan to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

The Library Director (or the Library Assistant) authorized by the Board of Trustees administers the Pandemic Response Plan, which includes but is not limited to provisions regarding personal protective equipment (PPE). During a declared pandemic, face masks shall be provided to visitors if they do not have their own. If a resident does not want to wear a mask, alternatives to accommodate them shall be via phone, computer, mail, or email, or parking lot service. Persons without a face mask (except those allowed by governmental health guidance) shall not be allowed to enter the library when announcements indicate that masks are required.

Library Code of Conduct

The Library shall act in the interest of public safety to remove individuals who become either a threat to themselves or to others, become disruptive to library services, or appear to be engaged in unlawful behavior.

All visitors and users of the Library are subject to these rules:

POLICY ADOPTED: 11/21/1985
REVISED: 08/19/2025
REVIEWED: 08/19/2025

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Ontario Public Library

Policy 4002

- ~~1. The premises, programs, and services offered by the Library are equally and freely accessible to all residents of Ontario, and may be extended to others with certain additional conditions. You may not restrict another person's access to the Library and its services.~~
- ~~2. At all times, people in the Library and on Library property should not jeopardize the confidentiality of Library records, the physical safety of other people, or the integrity of any property. This includes but is not limited to: unauthorized access to patron information, running, climbing, throwing things, stealing, or otherwise placing people and property at risk of harm.~~
- ~~3. Any conduct that threatens, harms, or targets library employees, volunteers, users, or visitors in a manner forbidden by law is grounds for suspension and/or removal of access to library property and/or library privileges. This includes but is not limited to: harassment, threats, abuse, stalking, and misusing notary services.~~
- ~~4. To ensure a professional and accessible environment, noise, lights, smells, and other stimuli of any kind should not disrupt the use of the Library by others. If you need a place to have a loud conversation, please ask a Library employee for guidance. Animals other than service animals require prior permission of library staff*.~~
- ~~5. In addition to the Code of Conduct, Library users and visitors must follow the posted rules, the stated condition of access or participation in a particular program or service, and the directives of Library employees.~~

~~This includes but is not limited to: abiding by the Internet Use policy, following the rules of the Ontario Library, and abiding by the request of a Library employee to follow Library rules.~~

~~Note: Parents and caregivers are responsible for ensuring that:~~

- ~~• Children act in accordance with the Safe Child Policy (4002.1),~~
- ~~• The behavior of the child(ren) does not present a safety hazard to themselves, other users, or Library property~~

Library Code of Conduct

OPL is committed to making the library a place for learning and recreation for all citizens of the Ontario area. It is the responsibility of the staff to provide a pleasant, orderly facility conducive to effective use of library services and materials.

The administration has the responsibility of ensuring a pleasant experience for all library users. To meet this responsibility, library staff will identify behavior that infringes on the rights of other patrons, staff and/or threatens the safety of library property. The premises, programs, and services offered by the Library are equally and freely accessible to all. Patrons may not restrict another's access to the Library and its services.

POLICY ADOPTED: 11/21/1985
REVISED: 08/19/2025
REVIEWED: 08/19/2025

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Ontario Public Library

Policy 4002

The following types of disruptive behavior interfere with an atmosphere conducive to effective use of library materials and services. Continued violations may result in a temporary or permanent expulsion from the library and/or loss of library privileges. The Library Director and other Library staff are authorized to determine what constitutes disruptive behavior.

They may include, but are not limited to:

- Using profane, obscene or abusive language
- Making racial, ethnic, religious, gender or sexual orientation epithets
- Harassing patrons or staff, including without limitation deliberate or repeated behavior that is intimidating, hostile and/or offensive, or that adversely impacts staff work performance or patron use of the Library.
- Physical abuse, assault, fighting or challenging someone to fight
- Running in the building
- Food in the library is restricted to small snacks. Beverages in closed containers are permitted in all areas of the Library.
- Noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
- Attire appropriate for a public building, including footwear, must be worn on Library property.
- Emitting an odor, including cologne or perfume, which impairs the ability of other patrons to use the Library.
- Misuse of library furnishings, restroom facilities, materials or equipment
- Loitering, congregating on or around entrances/exits, stairways or any other library property in a manner that blocks easy access to the library's facilities for other patrons or the staff
- Entering unauthorized workspaces or work areas or other non-public areas.
- Possessing weapons of any kind, either concealed or in plain view, in the Library, unless the person in possession of the weapon is a law enforcement officer.
- Failure to adhere to library Internet Access guidelines and procedures
- Violating other Library policies and/or guidelines
- Violating federal, state and/or local laws
- Animals other than service animals require prior permission of library staff*.
- Engaging in other acts disruptive to patrons and staff
- Library staff may limit the number of people seated in a given area or at any one table.
- Children ages 12 and under should be accompanied by a caregiver who will maintain responsibility for children under their care while in the library. Library staff cannot be responsible for unattended children of any age. *** *Goes with our Safe Child Policy*

See Enforcement of Public Safety & Library Suspension (4002.2)

* Service Animal Documentation is not required for public accommodation.

If the necessity of the service dog is not readily apparent, then library staff may ask:

- 1) Whether the animal is required for because of a disability
- 2) What work the animal is trained to perform

Disabilities may be physical, sensory, or mental.

Ontario Public Library

Policy 4080

Community Room and Study Room Use

Community Room

The Community Room of the Ontario Public Library (OPL) has a capacity of 36 persons. The entrance is through the Library Main Entrance; there is an emergency exit door. The room does not have running water; the rest rooms are located in the Town Hall outside the Library Main Room.

The primary purpose of the Community Room is the enhancement of library-sponsored activities. The secondary purpose is to provide a meeting place where non-profit organizations and groups may gather on an infrequent or one-time basis to conduct educational, cultural, civic, or charitable activities that benefit the community. Acceptance of an organization or group in one year does not obligate the library in the future. Frequency of meetings by non-library organizations may be limited at the discretion of the Director.

- First priority is given to library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit Ontario organizations in order of request.
- The Library facility is not available for religious, political, or partisan purposes or for the benefit of private individuals or commercial concerns.
- Groups or organizations may not request use of the Community Room on a monthly or regular basis. Because of limited hours of operation on Saturdays, use of the Community Room by any group or organization will not be allowed.
- Ontario groups/organizations wishing to conduct fund raising activities must request special permission from the Board of Trustees. It is understood that all funds raised will be used to benefit the Ontario community.
- The library reserves the right to cancel an organization's reservation when necessary.
- The community room may be used only during regular hours of library operations. Meetings/programs must finish 15 minutes before the library closes. For the safety of all, the room shall be scheduled only when three or more staff members are present and working in the library.
- The Community Room will be unavailable when the library is closed. Notification of cancellations will be given to the responsible member of the organization as far in advance as possible.

Ontario Public Library

Policy 4080

Publicity for Room Use

All publicity for a meeting room event must meet the following guidelines:

1. The sponsoring organization must be clearly identified.
2. The fact that there is no admission charge must be included.
3. The fact that the library building and Community Room are accessible to persons with physical disabilities must be included.

A copy of any publicity must be filed with the Community Room Coordinator *prior* to the meeting.

Application Procedure:

- A. All applications forms must be completed by an adult member (18 years or older) of the requesting organization. ~~Applicants who are 16-17 years of age may be allowed to schedule the room at the discretion of the Library Director. The Youth Services Librarian may be consulted.~~
- B. Organizations/groups must submit one application per meeting to the Meeting Room Coordinator at least two weeks, but not more than three months, in advance of the date being requested. Applications for dates three months in advance will not be processed until library program dates have been set.
- C. First priority is given to library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit Ontario organizations in order of request. Third priority is given to any other non-profit organizations in order of request.
- ~~D. Groups or organizations may not request use of the Community Meeting Room on a monthly or regular basis.~~
- E. Requests for a meeting room can be submitted in person, ~~by fax~~, or by email. (Applicants can call the library to request a paper application be emailed to them.)
- F. If the application is approved, the requested date will be entered on the online reservation system and regarded as confirmed. A notice of confirmation will be ~~mailed or~~ emailed to the responsible member of the organization.
- G. The Community Room Coordinator must be notified promptly of any cancellations.
Failure to do so will affect future reservation status.

Ontario Public Library

Policy 4080

Use of Community Room:

- All groups must check in and out with the Circulation Desk staff.
- Use of the room must not interfere with the convenience of Ontario Public Library patrons.
- No entrance fee may be charged nor may contributions be solicited.
- ~~Smoking and/or use of alcoholic beverages in the Community Room or anywhere else in the building are prohibited.~~
- No meals may be prepared or served. Light refreshments such as coffee and cookies are permissible. Organizations must provide all equipment and utensils needed.
- The member of the organization signing the Room Use Application will be directly responsible for any damage caused by the group.
- The organization using the room is responsible for setting up and taking down equipment and leaving the room in order. ~~Equipment available for use is listed on the room use application.~~
- Organizations/groups, which are sponsoring activities/programs open to the general public, are responsible for complying with accessibility requirements as mandated by the Americans with Disabilities Act of 1990. The library requires Library Director approval for outside programming prior to scheduling the room (Policy 4000.1 Library Materials, Services, and Programs).
- All those who use Meeting Room must adhere to the Library's Code of Conduct (Policy 4002)

Study Room

The Study Room of the Ontario Public Library (OPL) has a capacity of (4) persons. The entrance is through the Library Main Entrance.

The primary purpose of the Study Room is to give patrons a quiet place to study, have small meetings or engage in tutoring sessions. The Study Room will be locked when it is not in use and needs to be signed out at Circulation Desk by staff members.

Application Procedure:

- A. Requesting patron, will use Study Room Request Form found at Circulation Desk.

POLICY ADOPTED: 03/15/2005
REVISED: ~~09/17/2013~~ 03/17/2026
REVIEWED: 9/15/2020

Board of Trustees
Ontario Public Library
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Ontario Public Library

Policy 4080

- B. Request for Study Room must be made in person or over the phone.
- C. Study Room will be available for patrons to sign out in two-hour increments per day. Patrons can request more time, if room is available.
- D. If a patron in Study Room is past their two-hour time and another patron would like to use Study Room, initial patron must vacate to accommodate new request.
- E. Requests are accommodated on a first come, first serve basis.
- F. Room can be requested one week in advance.

Use of Study Room:

- All groups must check in and out with the Circulation Desk staff.
- Use of the room must not interfere with the convenience of Ontario Public Library patrons.
- No entrance fee may be charged nor may contributions be solicited.
- Patron who signed out Study Room is responsible for any damage incurred during use.
- Patrons must return Study Room to how they found it.
- Study Room is only available during library hours and must be vacated 5 minutes before the close of library.
- All those who use Study Room must adhere to the Library's Code of Conduct (Policy 4002)



P.O. Box 7488
 Madison, WI 53707-7488
 PH 800-462-8709 FAX 888-323-4728

QUOTATION

NAME: Ontario Public Library
 CONTACT: MICHELLE GOODENOUGH
 PHONE: 315-524-8381
 EMAIL: mgoodenough@owwl.org

Reference: X6070015
 Contract/Bid ID: MW0688
 Quote Date: 3/11/26
 Quote Expiration Date: 4/10/26

Line	Qty	Product	Product Description	Colors/Finishes/Options	List Price	Discount	Unit Price	Ext. Total
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1	1	W13750430	Buffalo 3 Flat Shelf Booktruck43"H x 36"W x 18"D Platinum		609.00	Net	609.00	609.00
			PLEASE NOTE: This item may not be returned unless damaged or defective.					
2	1	W13750730	Buffalo 6 Sloping Shelf Booktruck 43"x36"x18" Platinum		659.00	Net	659.00	659.00
			PLEASE NOTE: This item may not be returned unless damaged or defective.					
3	1	W13866580	Jay Carpets Beautiful Day for Learning 13'2"Wx10'9"D Oval		959.00	Net	959.00	959.00
			PLEASE NOTE: This item may not be returned unless damaged or defective.					
4	1	W13811030	Lesro Luxe Loveseat w/Arms 31Hx52-1/2Wx30-1/2D Gr 2	Fabric or Vinyl color Dillon Sage vinyl Leg color (wood or steel) Natural Maple Wood	2,109.00	Net	2,109.00	2,109.00
			PLEASE NOTE: This item may not be returned unless damaged or defective.					
5	2	W13811000	Lesro Luxe Guest Chair w/Arms 31Hx28-1/2Wx30-1/2D Gr 2	Fabric or Vinyl color Dillon Sage vinyl Leg color (wood or steel) Natural Maple Wood	1,319.00	Net	1,319.00	2,638.00
			PLEASE NOTE: This item may not be returned unless damaged or defective.					

Order Subtotal	6,974.00
*Shipping/Processing	Included
Sales Tax	Exempt
Grand Total	6,974.00

*Delivery Provisions: This quote has been specifically prepared to deliver with:
 Tailgate Delivery
 Call Ahead - Delivery Appt.
 Inside Delivery
 Power Lift Gate

Additional Note: NY3 OGS Contract PG70187

Order Provisions: Please note the attached freight terms.

Financial Oversight and Audit Cycle Policy

Purpose

The Board of Trustees is responsible for safeguarding the library's financial resources through diligent oversight, transparency, and accountability. Acknowledging that annual independent audits may be financially prohibitive or difficult to obtain, this policy establishes a five-year financial oversight cycle, which balances best practices with the practical considerations faced by libraries in our area. This cycle guarantees the consistent engagement of the Board, allows for periodic external reviews, and is intended to continue indefinitely to prevent lapses in financial oversight beyond the five-year interval.

To promote the sustainability of external reviews, the Board shall establish and maintain a reserve fund specifically dedicated to the costs associated with an independent external audit or an equivalent review, thereby ensuring the availability of adequate resources when required.

This policy is consistent with the 2023 Edition of the Handbook for Library Trustees of New York State and adheres to guidance provided by the Office of the State Comptroller (OSC).

Committee Formation

To facilitate the financial oversight reviews outlined in the Five-Year Financial Oversight Cycle below, the Board of Trustees will establish temporary, ad hoc committees following the structure described below.

Each committee:

- exists only for the duration of the specific review for which it is created;
- includes at least two trustees and the Library Director, unless otherwise specified;
- is responsible for completing the review and producing the deliverables specified for that year;
- disbands automatically after submitting its report to the Board, with no authority beyond the scope of the review unless granted by the Board of Trustees; and
- whenever feasible, committee membership should rotate among trustees from year to year, to ensure that financial oversight responsibilities are shared broadly, to strengthen the Board's collective understanding of the library's financial position, and to reinforce trustees' fiduciary responsibilities.

Five-Year Financial Oversight Cycle

Year 1 – Financial Policy Review (Board-led)

- A temporary Financial Policy Review Committee shall be appointed as described in the Committee Formation section.
- Review all financial policies, including but not limited to:
 - Procurement Policy
 - Investment Policy
 - Credit Card Use Policy
 - Conflict of Interest Policy
 - Whistleblower Policy
 - Reserve Fund Policy
- Compare policies against OSC best practices.
- Ensure policies are legally compliant, practical, and up-to-date.
- **Deliverable:** Committee report with suggested policy updates.

Year 2 – Financial Procedure Review (Board-led)

- A temporary Financial Procedure Review Committee shall be appointed as described in the Committee Formation section.
- Review and test internal financial procedures and controls, such as:
 - Cash handling and deposits
 - Bill payment and procurement practices
 - Payroll and reimbursements
 - Bank reconciliations
 - Treasurer’s reports and recordkeeping
 - Segregation of duties
- Review the job descriptions of the Treasurer, Bookkeeper, Financial Officer, and Director to ensure that their duties are clearly defined, properly segregated, and aligned with the library’s adopted financial policies and internal controls.
- **Deliverable:** Committee report detailing findings and suggested improvements.

Year 3 – Targeted Risk Review (Board-led or CPA, if feasible)

- A temporary Financial Targeted Risk Review Committee shall be appointed as described in the Committee Formation section.
- Focus on high-risk or high-priority areas, such as:
 - Cash handling
 - Credit card/purchasing card use
 - Procurement and contracts
 - Payroll

- If resources permit, the library may hire a Certified Public Accountant (CPA) following the library's procurement policy to conduct an Agreed-Upon Procedures (AUP) Review in these areas.
- **Deliverable:** Written report (board-led or CPA) documenting findings and corrective actions.

Year 4 – Compliance and Transparency Review (Board-led)

- A temporary Financial Compliance and Transparency Review Committee shall be appointed as described in the Committee Formation section.
- Review annual external reporting requirements and public transparency practices, such as:
 - IRS Form 990 or CHAR500 (if applicable)
 - NYS Annual Report to the State Library
 - Grant and donor reporting requirements
 - Posting budgets, oversight reports, and board minutes for public transparency
- **Deliverable:** Committee report confirming compliance and recommending improvements to transparency.

Year 5 – Independent External Review (Preferred: Audit)

- A temporary Independent External Review Committee shall be appointed as described in the Committee Formation section to collaborate with and support the hired independent auditor.
- The Board shall make a good faith effort, in accordance with their procurement policy, to engage a Certified Public Accountant (CPA) for an independent audit of the library's financial statements.
- If a full audit is not feasible due to cost or availability, acceptable alternatives include:
 - Agreed-Upon Procedures (AUP) Review by a CPA
 - Internal Control Review by a CPA
 - Compilation or Review Engagement conducted by a CPA
- **Deliverable:** Report presented to the full Board of Trustees. The board must formally accept the report and take follow-up action to address findings.

Ongoing Oversight Responsibilities

- Review and approve annual budget
- Monthly review of financial statements and bank reconciliations
- Treasurer's monthly report to the Board
- Ensure proper recordkeeping and documentation of all financial transactions
- Document all oversight activities in board minutes

Flexibility Clause

The Board acknowledges that independent audit and CPA services might be limited or too costly for libraries in our region. It retains the option to customize the external review process (Year 5) to suit local conditions, while upholding the principle of consistent financial oversight.

Policy Review and Adoption

This policy shall be reviewed and reaffirmed by the Board of Trustees each year during the library's annual meeting, along with the appointment of trustees to committee assignments and oversight activities. A comprehensive review and revision of the policy will take place every fifth year, or sooner if needed, to comply with the Minimum Standards of Libraries in New York.

Adopted: [INSERT DATE]