

William B. Ogden Free Library  
Board of Trustees Annual Meeting Agenda  
January 06, 2026

Call to Order

*Adoption of Agenda*

*Election of Meeting Chairperson*

*Election of Meeting Secretary*

Time of Public Comment

Secretary's Report for 2025 Annual Meeting

- *Approve Report*

Director's 2025 Annual Report

Board Development Committee

- Election of three Trustees to fill a four-year term ('30)
  - o *C. Ogden*
  - o *Person two*
  - o *Person three*

Finance Committee

- *Corporate Resolution: Tax Levy Increase*
- *Budget for 2027*

Further Business

- Discussion of Board Review
- Discussion of Long-Range Plan Inventory

Next meeting: January 27, 2026, 7:00 PM

Adjournment

William B. Ogden Free Library  
Board of Trustees Annual Meeting  
January 28, 2025

Attending: Tom Austin, Hoss Banaja, Mary Doig, Marie Dutcher *Business Manager*, Rachel James, Jackie Malaret, Janet Merrill, Vicki O'Brien, Chris Ogden, Jessica Reed, Heather Johnson *Director*.

Absent: Natalie Cramer, excused.

Public Attendees: None

Meeting was called to order at 7:03 PM by M. Doig.

R. James made a motion to elect M. Doig as meeting chair, seconded by J. Malaret, and approved.

R. James made a motion to elect J. Reed as scribe, seconded by M. Doig, and approved.

Public comments; none.

The Secretary's Report for the 2024 Annual Meeting was read. V. O'Brien made a motion to approve the 2024 Annual Meeting minutes, seconded by T. Austin, and approved.

The Director's 2024 Annual Report was given by H. Johnson.

The Nominating Committee Report was given by R. James.

- Motion to elect J. Malaret to fill a four-year term ending in 2029 was made by R. James, seconded by T. Austin, and approved.
- Motion to elect V. O'Brien to fill a four-year term ending in 2029 was made by R. James, seconded by J. Malaret, and approved.
- Motion to elect J. Reed to fill a four-year term ending in 2029 was made by R. James, seconded by V. O'Brien and approved.

The Finance Committee Report was given by T. Austin.

- Motion to approve the Corporate Resolution: Tax Levy Increase was made by R. James, seconded by H. Banaja, and approved.
- Motion to accept the Budget for 2026 as proposed was made by V. O'Brien, seconded by R. James, and approved.

The Administrative Committee Report was given by V. O'Brien.

- By-Law Revisions were discussed.

William B. Ogden Free Library  
Board of Trustees Annual Meeting  
January 28, 2025

- Motion to adopt the By-Laws with amendments as discussed was made by J. Malaret, seconded by H. Banaja and approved.

Motion to adjourn the Annual Meeting was made by H. Banaja, seconded by M. Doig and approved at 7:24 PM.

William B. Ogden Free Library  
DIRECTOR'S ANNUAL REPORT: 2025

This has been a year to be proud of. The old adage “many hands make light work” has certainly held true. I am deeply grateful for the dedicated efforts of our staff and trustees, whose commitment continues to make the William B. Ogden Free Library an exceptional resource for our community. Their work has advanced every major area of our long-range plan, resulting in tangible improvements to our facility, collections, collaborations, communication, and organizational development.

This year, many building improvement projects have come to fruition, some after years of careful work and coordination. The library has never looked better. The plumbing is fully functional, our doors operate more smoothly, the new carpeting enhances the aesthetic of our historic interior, and the ADA-compliant circulation desk fits the space beautifully, as if it has always belonged there. The desk represents many years of planning, and it exceeds every expectation I had when I first envisioned it. These upgrades reflect the careful attention by the Building & Grounds Committee, who kept the facility’s goals continually on their agenda and worked diligently toward completion.

Our programs have also grown stronger and more innovative. Staff collaboration is at an all-time high, and the drive for excellence is evident in every initiative. They understand the needs of our community and meet those needs with creativity, professionalism, and genuine care for one another. This supportive environment directly contributes to our success. Programs this year required significant collaboration and yielded excellent results: our summer Bluey Bash brought more than 200 participants to the library lawn, celebrating literacy and community with joy and enthusiasm; the new sensory playgroup has been met with overwhelming support; and the six-week mosaic workshop demonstrated the meaningful role art can play in personal healing and connecting with others. Staff also continued their year-round work on our collection goals, completing a curated shelving refresh prior to the desk installation, promoting materials through thoughtful displays, and maintaining high-quality selection practices.

Community outreach remained a central part of our mission. We engaged with families at the Townsend School open house and connected with residents at the Walton Fall Market, meeting people where they are and promoting the full range of library services. Staff and trustees also prepared and served a community meal at the Gathering Table as part of the Great Give Back, an effort that reflects both our values and our dedication to service beyond our walls. Efforts to expand communication have been especially strong this year, with substantial improvements to our social media presence and increased visibility through library signage on Main Street. Many community members now report that they learn about programs, board openings, and library initiatives through these channels.

Our Board continues to grow in strength, engagement, and clarity of purpose. Members are deeply committed to the mission of the William B. Ogden Free Library—*to enrich the literary and cultural lives of our community and to preserve the integrity of our historic building*. Trustees took responsibility for learning, fulfilling their roles, and contributing meaningfully within their committees. Good questions were asked, thoughtful discussions took place, and real progress was made.

As we look ahead, I remain profoundly thankful for the opportunity to serve as the library’s director. It is a privilege to work alongside such dedicated people and to steward an institution that means so much to our community. With gratitude for all we have accomplished together, I look forward to the coming months with renewed commitment, energy, and optimism for the work that lies ahead.

~Heather Johnson, Director

# *William B. Ogden Free Library*

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## The William B. Ogden Free Library Corporate Resolution Regarding Tax Levy Increase

Whereas, the adoption of this 2027 budget for the William B. Ogden Free Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the William B. Ogden Free Library voted and approved to exceed the tax levy limit for 2027 by at least the sixty percent of the board of trustees as required by state law on January 06, 2026.

Code	Account Name	Revised 2026	Proposed	Revised '26 to	
		Budget	2027 Budget	Proposed '27	
<b>Income:</b>					
	Interest income	\$50	\$318	536.0%	
	Local public funds	\$292,942	\$326,722	11.5%	345,941
	Fund raising				
	Donations	\$3,000	\$3,000	0.0%	
	Grants for budgeted expenses	\$800	\$800	0.0%	
	Wood Trust	\$1,500	\$1,500	0.0%	
	Insurance Dividends	\$1,100	\$1,210	10.0%	
	Library charges	\$1,000	\$1,000	0.0%	
	LLSA	\$2,078	\$2,120	2.0%	
	Investment Income and Dividends	\$64,291	\$47,709	-25.8%	28,490
	<b>Total income</b>	<b>\$366,761</b>	<b>\$384,379</b>	<b>4.8%</b>	
For special projects (e.g., Hanford, Angelino)					
<b>Expenses:</b>					
Personnel					
110	Payroll Expenses				
111	Wages	\$214,528	\$225,254	5.0%	
112	Taxes	\$16,411	\$17,232	5.0%	
120	Employee benefits				
121	Unemployment insurance	\$1,719	\$1,753	2.0%	
122	Workers' compensation insurance	\$1,803	\$1,893	5.0%	
123	Disability insurance	\$1,000	\$1,000	0.0%	
124	Continuing education	\$3,166	\$3,324	5.0%	
125	Travel	\$500	\$500	0.0%	
126	Simple Plan - IRA	\$5,715	\$6,001	5.0%	
200	<b>Services</b>				
210	Collection acquisitions				
211	Print materials	\$9,000	\$9,000	0.0%	
212	Electronic materials	\$5,828	\$6,119	5.0%	
213	Other materials	\$900	\$900	0.0%	
220	Professional fees	\$4,200	\$4,410	5.0%	
230	Programs				
231	Summer Reading Program	\$2,000	\$2,000	0.0%	
232	Children	\$900	\$900	0.0%	
233	Youth	\$600	\$600	0.0%	
234	Adult	\$1,200	\$1,200	0.0%	
235	General interest	\$900	\$900	0.0%	

240	Contracts w/ NYS public libraries/system	\$6,824	\$7,029	3.0%
300	<b>Facility</b>			
310	Repairs	\$7,875	\$8,269	5.0%
320	Other O&M			
321	Utilities	\$9,975	\$10,474	5.0%
322	Property insurance	\$22,627	\$26,021	15.0%
323	Custodial supplies	\$250	\$250	0.0%
324	Facility maintenance services	\$25,440	\$25,950	2.0%
325	Facility maintenance supplies	\$2,000	\$2,000	0.0%
400	<b>Admin</b>			
410	Office & library supplies	\$2,000	\$2,000	0.0%
420	Telecommunications	\$3,800	\$3,800	0.0%
430	Postage & freight	\$650	\$650	0.0%
440	Professional & consultant fees	\$3,000	\$3,000	0.0%
450	Equipment			
451	Equip purchase/lease	\$6,000	\$6,000	0.0%
452	Equip repairs & maintenance	\$750	\$750	0.0%
460	Other miscellaneous			
461	Advertising & publicity	\$1,250	\$1,250	0.0%
462	Bank fees & service charges	\$50	\$50	0.0%
463	Memberships & subscriptions	\$3,000	\$3,000	0.0%
464	Awards & grants	\$250	\$250	0.0%
465	<del>Gifts &amp; Recognition</del>			
466	Operating supplies	\$650	\$650	0.0%
467	Sales Tax Paid			
<b>Total expenses</b>		<b>\$366,761</b>	<b>\$384,379</b>	<b>4.8%</b>
Spent on special projects				

Board Evaluation		5 Very Good	4 Good	3 Average	2 Fair	1 Poor
<b>A. Board Meeting Practices</b>						
1	Our board meetings begin and end on time	6	4	1		
2	The agenda of board meetings is well planned so that we are able to get through all necessary board business	10	1			
3	Our trustees regularly attend meetings, there is rarely a problem with having a quorum	10	1			
4	We receive written reports to the board in advance of our meetings	10	1			
5	Our trustees come to the meetings prepared to discuss issues on the agenda	9	1	1		
6	We maintain a policy focus and do not get involved in the day-to-day operations and management of the library	6	5			
7	We are open to dissenting opinions during discussion	8	3			
8	We present a unified front once a vote has been taken	10	1			
9	No individual or group dominates discussion at our meetings	7	4			
10	Our president is organized, efficient, and fair	1 - no vote	10			
11	Our library director is appropriately involved in our board meetings	11				
<b>B. Board Member Roles</b>						
12	Board members understand the roles, structure, and responsibilities of being a trustee	4	6	1		
13	Board members understand the library's mission, its policies, services, programs, and collections	6	4	1		
14	Board members understand the principles of Intellectual Freedom and support the concept of developing and maintaining a broad and diverse collection of materials that represents a variety of views and opinions	9	1	1		
15	Board has clear goals and actions resulting from relevant and realistic strategic planning	4	5	1	1	
16	Board attends to policy related decisions which effectively guide operational activities of staff	7	4			
17	Board regularly monitors and evaluates progress toward strategic goals	5	4	1	1	
18	Board effectively represents the interests of the community	6	5			
19	Board effectively represents the library in the community	7	4			
20	Board takes responsibility for recruiting new members	10	1			
21	Board has planned and led an orientation process for new board members	11				
22	All necessary skills, stakeholders, and diversity are represented on the board	7	4			
23	Board Members participant in yearly continuing education/trustee training	10	1			
<b>C. Board/Relationship with Library Director</b>						
24	There is a clear understanding of where the board's role ends and the Library Director's begins	7	3	1		
25	There is two-way communication between the board and the Library Director	8	3			
26	The board trusts the judgement of the Library Director	10	1			
27	Individual board members do not direct the services of the Library Director unless granted that authority by a vote of the board.	8	3			
28	The board has developed formal criteria and a process for evaluating the Library Director	10	1			
29	The board, or a committee of the board, has formally evaluated the Library Director within the past 12 months	11				
30	The board evaluates the Library Director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy	8	2	1		
31	The board provides feedback and shows its appreciation to the Library Director on a regular basis	7	4			
32	The board ensures that the Library Director is able to take advantage of professional development opportunities	8	3			

William B Ogden Free Library Long-Range Plan Inventory 2023-2028

## William B Ogden Free Library Long-Range Plan Inventory 2023-2028

o Address the need for safe emergency egress on the third floor					2023: Initial discussion established with architect. 2024: B/g Committee reached out to local contacts w/o success. 2025: Completion of BCS has identified priorities for building upgrades	<input type="checkbox"/>
o Complete the compilation of policies recommended by NYS for public libraries.	BG Committee Chair	Director, BG Committee				
o Review policies every three years.	Admin Committee Chair	Director, Admin in committee	on-going		2023: Admin Committee reviewed all policies, except the personnel policy manual. Several missing policies were established. Still need work on Financial policies 2024: Several policies for financial control were written and adopted. 2025: Admin Committee made significant progress through review of personnel policies. They also created a number of recommended policies that were missing.	<input type="checkbox"/>
o Keep policies up-to-date both physically and virtually for access by staff and patrons	Director	Director, staff	on-going		2023: Policies are current in the physical binders at the desks as well as on the library website. 2024: binder and website kept current with changes throughout the year. 2025: All policies were moved to a shared google drive for safer keeping. Continued maintenance of binder and website.	<input type="checkbox"/>
2. Collections					on-going	
The library provides and promotes a quality collection to support the needs and interests of the community.						
o Expand the breadth of the library collection.						
o Continue to make contemporary materials available, keeping users up to date with current literature, films, and other topics of interest.	Director	Director, staff	on-going	Staff makes monthly purchases 2025: Note that staff uses a variety of resources to make these purchases	on-going	<input type="checkbox"/>
o Weed the collection on a regular basis to eliminate out dated and damaged materials and to provide shelving space for new items	Director	Director, staff	on-going	2024: a large portion of the adult F was weeded this year, only a small portion of adult NF 2025: remainder of adult NF, Picturebooks, Adult F, small portion of JF	on-going	<input type="checkbox"/>
o Be deliberate in promoting the library collection						
o Create physical and virtual displays of materials to pique patron awareness of the collection	Director	Director, staff	on-going	2023: FB posts announcing new book purchases. March Madness of Books, etc 2024: Staff provide engaging monthly displays full of creativity! 2025: Staff continue to go above and beyond in producing engaging displays and social media content that highlights materials.	on-going	<input type="checkbox"/>
o Expand access to historical and genealogical resources						

## William B Ogden Free Library Long-Range Plan Inventory 2023-2028

o Convert past issue of The Reporter to electronic format on a yearly basis	Director	Director, Finance Committee	on-going	2023: Conversations are up-to-date. 2024: issues from 2023 were converted. 2025: issues from 2024 were converted.	on-going
o Investigate the feasibility of converting other local history materials into electronic format.	Director	Director, Finance Committee	on-going	possible use of 2024 Hanford monies (Hanford monies were largely designated to the circ desk project this year.) 2025: looking into grant resources available through 4-cds for converting yearbooks	on-going
<b>3.2. Collaborations</b>					
<b>The library fosters partnerships with other community organizations to expand library services and programs</b>					
o Promote collaborative activities with businesses, churches, civic organizations, governments, and schools					
o Offer workshops and programs on topics of community interest	Director	Director, staff	on-going	2025: the library's event calendar outlines all the many wonderful programs the library offers. Often, we have something happening everyday the library is open.	on-going
o Continue to develop and implement partnerships to assist teachers, parents, and children.	Director	Director, staff	on-going	2023: partial year, monthly visits to Headstart. 2024: began to offer once/month library visits with WCS's Healthy Kids AfterSchool Program. 2025: healthy kids partnership again this year. Also hosted several other school groups throughout the year, started weekly sensory play group, launched 1000 Books before Kindergarten Reading Program.	on-going
o Explore the creation of or participation in a community calendar for local events published in one location	Director	Director, staff		2023: Published in Patty Wood's column, Waltonian including library events in their monthly newsletter.	<input checked="" type="checkbox"/>
o Understand and serve the needs of underserved areas and populations					
o Increase outreach to seniors and individuals with limited access to community services.	Director	Director, staff	on-going	2023: HOME: An Altered Book Project was a grant funded program for seniors. 2024: Grant for a basketweaving series for seniors not awarded. 2025: free hot beverage station nov-mar on lower level, Grant funded 6 wk mosaic workshop, attempted a "circle of friends" group with a local patron leading	on-going
o Promote cultural awareness programs	Director	Director, staff	on-going	2023: Grant Funded "How to Support Your LGBTQ+ Family and Friends. 2024: Youth Services Staff incorporated into weekly storytime 2025: Buddhism film screening, witches of the catskills, consistent "diverse reads" selections in our book club, Armchair Adventure Travel series.	on-going
<b>3.3. Information</b>					
<b>The library is a central point for local information, including educational, community, and general information</b>					
o Reach audiences with various modes of communication					
o Create/distribute a welcome brochure to local real estate agencies to connect new residents to library service.	Director	Director, staff			<input type="checkbox"/>

## William B Ogden Free Library Long-Range Plan Inventory 2023-2028

○ Establish a baseline measurement of the reach of current marketing efforts	Director	Director, staff		2025: Intern reviewed library stats pre/post covid. Presented data and suggested improvements.	<input checked="" type="checkbox"/>
○ Explore ways to increase the library's social media presence	Director	Director, staff	on-going	2023: Staff share posts to other local pages sharing to FB "story" share to other local FB groups. 2024: Created a Library Instagram Account. Started sharing to FB "story" share to other local FB groups. 2025: grew Insta followers, using "library mascot" to promote library materials and resources	<input checked="" type="checkbox"/>
○ Create library branding to promote consistency and recognizability in library advertising	Director	Director, staff, finance committee		2024: consistently using the library pencil drawing as an identifying "logo" in all promotions.	<input checked="" type="checkbox"/>
<b>5. DIVE IN! PRESENT</b> <i>Develop library access, engagement, and relevance to community needs</i>	B&G Committee Chair	Director, B&G Committee		2023: The library contributed funds toward the restoration of the "Historic District" sign at the end of Gardiner Place that was initiated by the Theatre Preservation Committee. 2024: Installation of universal library signage to alert the public of the location of the library. DOT has only installed one way, still pending the other direction. 2025: Second DOT sign was installed.	<input checked="" type="checkbox"/>
○ Promote library value in our community	Full Board	Director, Board		<input type="checkbox"/>	
○ Organize and arrange presentations by library representatives to community groups	Full Board	Director, Board, staff	on-going	2023: Tabled at Townsend School Open House, Tabled at Walton Fall Market, Participated in Walton and Troutcreek Trunk-Or-Treat Events, Float in the Walton Holiday Parade. 2024: Tabled at the Townsend School Open House, and participated in the Trout Creek Trunk-or-Treat. 2025: Townsend Open House, Walton Fall Market, Gathering Table Community Uncheon (The Great Give Back)	<input type="checkbox"/>
○ Plan outreach activities to coordinate with community events	Full Board	Director, Board, staff	on-going	2025: have used whatever "Free" means we have to distribute: library listserv through mailchimp, social media, and hard copies at the circulation desk or at community tabling events.	<input type="checkbox"/>
○ Establish a strong membership of trustees and committee volunteers.	Board Development Committee Chair, Director	Director, Board Development Committee		2023: Nominating Committee established written on-boarding processes with a list of documents and webinar resources to be used. 2024: On-boarding of new trustees has been systematic and consistent. 2025: Official presentations have been created for initial orientation and a six month follow up orientation.	<input checked="" type="checkbox"/>
○ Develop on-boarding procedures and curriculum					

## William B Ogden Free Library Long-Range Plan Inventory 2023-2028

<ul style="list-style-type: none"> <li>Conduct an annual board self-assessment to highlight areas of excellence and opportunities for improvement</li> </ul>	<p>Board President, Director</p> <p>Trustees and Director</p>	<p>on-going</p>	<p>2023: Filled out the assessment, but never met to discuss 2/2024: Filled out the assessment and met to discuss 2025:scheduled for this to occur at the annual meeting going forward. Also created a means for new trustees to evaluate the orientation process and an exit interview for out-going trustees</p>	<p>on-going</p>
<ul style="list-style-type: none"> <li>Provide staff and board members with opportunities for continued education</li> </ul>	<p>Director/Board President</p> <p>Director, Board President, Finance committee</p>	<p>on-going</p>	<p>2023: All but one board member completed the required 2 hours of continuing education. Staff fulfilled the required one hour/month minimum of continuing ed. 2024: All trustees and staff were in compliance. Director took 8 wk course from ALA on library budgets/finances 2025: All staff &amp; trustees in compliance. Business manager got QB training, Staff Development day, subscribed to year long training content for staff</p>	<p>on-going</p>