

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. Lames, 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.

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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 Budget	Proposed 2027 Budget	Revised '26 to Proposed '27	
				% Change	
	Income:				
	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
	Total income	\$366,761	\$384,379	4.8%	
	For special projects (e.g., Hanford, Angelino)				
	Expenses:				
	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	Services				
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	Facility			
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	Admin			
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	Gifts & Recognition			
466	Operating supplies	\$650	\$650	0.0%
467	Sales Tax Paid			
	Total expenses	\$366,761	\$384,379	4.8%
	Spent on special projects			

Board Evaluation		5 Very Good	4 Good	3 Average	2 Fair	1 Poor
A. Board Meeting Procedures						
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	10				
11	Our library director is appropriately involved in our board meetings	11				
B. Board Member Roles						
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			
C. Board's Relationship with the Library Director						
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

Mission Statement					Plans, start, finish, on-going, comments, progress etc.	
The mission of the William B. Ogden Free Library is to enrich the literary and cultural lives of our community members, and to preserve the integrity of the historic structure of the William B. Ogden Free Library.						
Sustainability Statement		Project Leader	Project Team	Time Line	Progress	Completed
1. Facility						
The library creates an environment to promote access and ease of use for the community.						
• Provide accessibility to library materials, resources, and events						
○ Install a circulation desk that is ADA compliant		Director/B G Committee Chair	Library Staff, BG Committee		<p>2023: A relationship with an architect has been established. Preliminary drawings have begun.</p> <p>3/2024: staff to create drawing with tape to gain a better feel of the space.</p> <p>12/2024: Architect has provided a more detailed plan for this design. Staff are reviewing and making suggestions. \$10,000 grant funding secured for this project.</p> <p>11/2025 project completed!</p>	✓
○ Provide and maintain wayfinding signage for easier accessibility of resources by patrons		Director	Director, Library Staff	on-going	<p>2023: On-going: Staff update shelf signs with major shifts in the collection.</p> <p>2024: On-going: staff are in the process of relabeling the spines with bolder, more easy to read font.</p> <p>2025: On-going, relocation of stacks due to change in circulation desk has taken place. New signs hung.</p>	on-going
○ Replace/upgrade existing elevette to meet ADA compliance		BG Committee Chair	Director, BG Committee		<p>2023: Initial discussion established with architect</p> <p>2025: Completion of BCS has indentified priorities for building upgrades, new lift system is part of that report.</p>	<input type="checkbox"/>
○ Address the ADA upgrades needed on the threshold of the Gardiner Street door.		BG Committee Chair	Director, BG Committee		<p>2023: Initial discussion established with architect,</p> <p>2025: Completion of BCS has indentified priorities for building upgrades, threshold is part of that report.</p>	<input type="checkbox"/>
○ Maintain street-to-sidewalk bluestone for ADA accessibility.		BG Committee Chair	Director, BG Committee		<p>2023: Bluestone slab installed between north street and the sidewalk</p>	✓
• Evaluate the facility for needed upgrades and improvements						
○ Conduct a Building Condition Survey every five years		BG Committee Chair	Director, BG Committee		<p>2023: Initial discussion established with architect</p> <p>2024: grant funding was sought but not awarded, board approved from library funds</p> <p>2025: BCS completed by Keystone Associates</p>	✓
• Evaluate the safety and security needs of the library						
○ Install a fire protection (sprinkler) system for the stairway, and rooms on the upper level		BG Committee Chair	Director, BG Committee		<p>2023: Initial discussion established with architect.</p> <p>2025: Completion of BCS has indentified priorities for building upgrades</p>	<input type="checkbox"/>

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

<ul style="list-style-type: none"> ○ Address the need for safe emergency egress on the third floor 	BG Committee Chair	Director, BG Committee		<p>2023: Initial discussion established with architect.</p> <p>2024: B/g Committee reached out to local contacts w/o success.</p> <p>2025: Completion of BCS has indentified priorities for building upgrades</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Complete the compilation of policies recommended by NYS for public libraries. 					
<ul style="list-style-type: none"> ○ Review policies every three years. 	Admin Committee Chair	Director, Admin in committee	on-going	<p>2023: Admin Committee reviewed all policies, except the personnel policy manual. Several missing policies were established. Still need work on Financial policies</p> <p>2024: Several policies for financial control were written and adopted.</p> <p>2025: Admin Committee made significant progress through the review of personnel policies. They also created a number of recommended policies that we were missing.</p>	on-going
<ul style="list-style-type: none"> ○ Keep policies up-to-date both physically and virtually for access by staff and patrons 	Director	Director, staff	on-going	<p>2023: Policies are current in the physical binders at the desks as well as on the library website.</p> <p>2024: binder and website kept current with changes throughout the year.</p> <p>2025: All policies were moved to a shared google drive for safer keeping. Continued maintenance of binder and website.</p>	on-going
2. Collections					
The library provides and promotes a quality collection to support the needs and interests of the community.					
Expand the breadth of the library collection					
<ul style="list-style-type: none"> ○ 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	<p>Staff makes monthly purchases</p> <p>2025: Note that staff uses a variety of resources to make these purchases</p>	on-going
<ul style="list-style-type: none"> ○ 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	<p>2024: a large portion of the adult F was weeded this year, only a small portion of adult NF</p> <p>2025: remainder of adult NF, Picturebooks, Adult F, small portion of JF</p>	on-going
Be deliberate in promoting the library collection					
<ul style="list-style-type: none"> ○ Create physical and virtual displays of materials to pique patron awareness of the collection 	Director	Director, staff	on-going	<p>2023: FB posts announcing new book purchases. March Madnes of Books, etc</p> <p>2024: Staff provide engaging monthly displays full of creativity!</p> <p>2025: Staff continue to go above and beyond in producing engaging displays and social media content that highlights materials.</p>	on-going
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: Conversions 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 4c1s for converting yearbooks	on-going
GO FORTH					
The library fosters partnerships with other community organizations to expand library services and programs.					
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. 2023: partial year, monthly visits to Headstart 2024: began to offer once/month library visits with WCS's Healthy Kids After-School Program 2025: healthy kids partnership again this year. Also hosted several other school groups throughout the year, started wkly sensory play group, launched 1000 Books before Kindergarten Reading Program.	on-going
o Continue to develop and implement partnerships to assist teachers, parents, and children.	Director	Director, staff	on-going		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"/>
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 now-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 catkills, consistent "diverse reads" selections in our book club, Armchair Adventure Travel series.	on-going
Information					
The library is an important part of information within a multicultural community.					
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 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	on-going
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"/>
Explore ways to have a library presence on Main Street	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"/>
Development					
The library needs to improve and expand itself to meet community needs.					
Promote library value in our community					
Organize and arrange presentations by library representatives to community groups	Full Board	Director, Board			<input type="checkbox"/>
Plan outreach activities to coordinate with community events	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 Talbe Community Luncheon (The Great Give Back)	on-going
Expand the reach of the library's annual report to the community	Full Board	Director, Board, Finance comm		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					
Develop on-boarding procedures and curriculum	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"/>

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

o Conduct an annual board self-assessment to highlight areas of excellence and opportunities for improvement	Board President, Director	Trustees and Director	on-going	<p>2023: Filled out the assessment, but never met to discuss</p> <p>2/2024: Filled out the assessment and met to discuss</p> <p>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>	on-going
o Provide staff and board members with opportunities for continued education	Director/Board President	Director, Board President, Finance committee	on-going	<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.</p> <p>2024: All trustees and staff were in compliance. Director took 8 wk course from ALA on library budgets/finances</p> <p>2025: All staff & trustees in compliance. Business manager got QB training, Staff Development day, subscribed to year long training content for staff</p>	on-going