

William B. Ogden Free Library
Board of Trustees Meeting Agenda
March 24, 2026

Call to Order

Adoption of Agenda

Welcome to new Trustee

Time of Public Comment

Secretary's Report

- *Approve report*

Business Manager's Report

- Budget vs Actual
- Statement of Financial Position
- Approve the check detail report

Director's Report

- Annual Report to the Community
- Presentation by Marketing Coordinator

Committee Reports

- Administrative Committee
- Board Development Committee
 - Mini Training Topic
- Building & Grounds Committee
- Finance Committee

Old Business

- Long Range Plan Review

New Business

- Correspondence

Other Business

Upcoming Meetings

- May 26, 2026

Adjournment

William B. Ogden Free Library
Board of Trustees Meeting Minutes
January 27, 2026

Attending: Hoss Banaja, Mary Doig, Marie Dutcher/ *Business Manager*, Jenny Kilpatrick, Dotti Kruppo, Jackie Malaret, Janet Merrill, Vicki O'Brien, Chris Ogden, Jessica Reed, Heather Johnson/ *Director*.

Excused: Venus Melo, Dana Plaud.

The meeting was called to order at 7:01 PM by M. Doig.

Adoption of Agenda: Motion made by J. Malaret, seconded by V. O'Brien and approved.

New Trustee Jenny Kilpatrick was introduced and welcomed by M. Doig.

Public Comment: None.

The Secretary's Report was given by J. Reed.

- Motion to approve the Secretary's Report was made by J. Malaret, seconded by H. Banaja, and approved.

The Business Manager's Report was given by M. Dutcher.

- Budget vs. Actual was discussed. Final 2025 Summary Income Statement came in under budget.
- Statement of Financial Position was discussed.
- Motion to approve the Check Detail Report was made by D. Kruppo, seconded by C. Ogden, and approved.

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

- Conflict of Interest and Code of Ethics paperwork was passed out to the trustees, signed and returned.

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

- The Director's Annual Review was discussed.

The Board Development Committee Report was given by J. Reed.

- 2026 Committee Assignments were discussed.

The Buildings and Grounds Committee Report was given by H. Banaja.

- As recommended per the Building Condition Survey, Buildings and Grounds Chairperson, H. Banaja, requested a capital appropriation for repointing masonry work in the amount of \$35,000.
- Motion made to use investment funds account to earmark for repointing masonry project was made by D. Kruppo, seconded by J. Malaret, and approved.

William B. Ogden Free Library
Board of Trustees Meeting Minutes
January 27, 2026

M. Dutcher/ *Business Manager*, exited the meeting at 7:42 PM.

The Finance Committee Report was given by H. Banaja.

- Filing fees for taxes were discussed.
- A change of tax accounting firm was discussed.
- Motion to accept the 2026 Recurring Payments List was made by V. O'Brien, seconded by D. Kruppo, and approved.
- Motion to accept the 2026 Approved Vendors List was made H. Banaja, seconded by C. Ogden, and approved.

Old Business: None.

New Business: Correspondence received.

- A thank you card from a staff member was read.
- A thank you card and a donation was received from a patron.

Other Business: None.

Motion to adjourn was made by J. Malaret at 7:53 PM, seconded by V. O'Brien, and approved.

Upcoming Meeting: March 24, 2026.

William B Ogden Free Library
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - December 2026

	Total			% of Budget
	Actual	Budget	over Budget	
Revenue				
Interest Income	0.00	50.00	-50.00	0.00%
Local public funds	0.00	292,942.00	-292,942.00	0.00%
Other receipts	0.00	0.00	0.00	
Gifts and endowments	0.00	0.00	0.00	
Donations	3,298.35	3,000.00	298.35	109.95%
Grants for budgeted expenses	0.00	800.00	-800.00	0.00%
Wood Trust	0.00	1,500.00	-1,500.00	0.00%
Total Grants for budgeted expenses	\$ 0.00	\$ 2,300.00	-\$ 2,300.00	0.00%
Total Gifts and endowments	\$ 3,298.35	\$ 5,300.00	-\$ 2,001.65	62.23%
Income from investments	0.00	0.00	0.00	
Endowment Draw - In	0.00	64,291.00	-64,291.00	0.00%
Total Income from investments	\$ 0.00	\$ 64,291.00	-\$ 64,291.00	0.00%
Insurance dividends	0.00	1,100.00	-1,100.00	0.00%
Library charges	146.10	1,000.00	-853.90	14.61%
Total Other receipts	\$ 3,444.45	\$ 71,691.00	-\$ 68,246.55	4.80%
System cash grants to member library	0.00	0.00	0.00	
LLSA	0.00	2,078.00	-2,078.00	0.00%
Total System cash grants to member library	\$ 0.00	\$ 2,078.00	-\$ 2,078.00	0.00%
Total Revenue	\$ 3,444.45	\$ 366,761.00	-\$ 363,316.55	0.94%
Gross Profit	\$ 3,444.45	\$ 366,761.00	-\$ 363,316.55	0.94%
Expenditures				
100 - Personnel	0.00	0.00	0.00	
110 - Payroll Expenses	0.00	0.00	0.00	
111 - Wages	33,017.82	214,528.00	-181,510.18	15.39%
112 - Taxes	2,525.89	16,411.00	-13,885.11	15.39%
Total 110 - Payroll Expenses	\$ 35,543.71	\$ 230,939.00	-\$ 195,395.29	15.39%
120 - Employee benefits	0.00	0.00	0.00	
121 - Unemployment insurance	693.37	1,719.00	-1,025.63	40.34%
122 - Workers' compensation insurance	1,200.00	1,803.00	-603.00	66.56%
123 - Disability insurance	0.00	1,000.00	-1,000.00	0.00%
124 - Continuing education	0.00	3,166.00	-3,166.00	0.00%
125 - Travel	0.00	500.00	-500.00	0.00%
126 - Simple IRA - Company Contribution	689.52	5,715.00	-5,025.48	12.07%
Total 120 - Employee benefits	\$ 2,582.89	\$ 13,903.00	-\$ 11,320.11	18.58%
Total 100 - Personnel	\$ 38,126.60	\$ 244,842.00	-\$ 206,715.40	15.57%
200 - Services	0.00	0.00	0.00	

210 - Collection acquisitions	0.00	0.00	0.00	
211 - Print materials	1,242.14	9,000.00	-7,757.86	13.80%
212 - Electronic materials	711.69	5,828.00	-5,116.31	12.21%
213 - Other materials	0.00	900.00	-900.00	0.00%
Total 210 - Collection acquisitions	\$ 1,953.83	\$ 15,728.00	-\$ 13,774.17	12.42%
220 - Professional fees	300.00	4,200.00	-3,900.00	7.14%
230 - Programs	0.00	0.00	0.00	
231 - Summer Reading Program	0.00	2,000.00	-2,000.00	0.00%
232 - Children	97.65	900.00	-802.35	10.85%
233 - Youth	0.00	600.00	-600.00	0.00%
234 - Adult	189.52	1,200.00	-1,010.48	15.79%
235 - General Interest	98.35	900.00	-801.65	10.93%
Total 230 - Programs	\$ 385.52	\$ 5,600.00	-\$ 5,214.48	6.88%
240 - Contracts w/ NYS public libraries/system	0.00	6,824.00	-6,824.00	0.00%
Total 200 - Services	\$ 2,639.35	\$ 32,352.00	-\$ 29,712.65	8.16%
300 - Facility	0.00	0.00	0.00	
310 - Repairs	340.41	7,875.00	-7,534.59	4.32%
320 - Other O&M	0.00	0.00	0.00	
321 - Utilities	3,186.41	9,975.00	-6,788.59	31.94%
322 - Property Insurance	0.00	22,627.00	-22,627.00	0.00%
323 - Custodial supplies	10.65	250.00	-239.35	4.26%
324 - Facility maintenance services	6,106.69	25,440.00	-19,333.31	24.00%
325 - Facility maintenance supplies	367.43	2,000.00	-1,632.57	18.37%
Total 320 - Other O&M	\$ 9,671.18	\$ 60,292.00	-\$ 50,620.82	16.04%
Total 300 - Facility	\$ 10,011.59	\$ 68,167.00	-\$ 58,155.41	14.69%
400 - Administration	0.00	0.00	0.00	
410 - Office & library supplies	232.81	2,000.00	-1,767.19	11.64%
420 - Telecommunications	609.33	3,800.00	-3,190.67	16.04%
430 - Postage & freight	0.78	650.00	-649.22	0.12%
440 - Professional & consultant fees	0.00	3,000.00	-3,000.00	0.00%
450 - Equipment	0.00	0.00	0.00	
451 - Equipment purchase/lease	1,381.23	6,000.00	-4,618.77	23.02%
452 - Equip repairs & maintenance	296.56	750.00	-453.44	39.54%
Total 450 - Equipment	\$ 1,677.79	\$ 6,750.00	-\$ 5,072.21	24.86%
460 - Other miscellaneous	0.00	0.00	0.00	
461 - Advertising & publicity	38.28	0.00	38.28	
461G - Advertising & Publicity Gala	0.00	1,250.00	-1,250.00	0.00%
Total 461 - Advertising & publicity	\$ 38.28	\$ 1,250.00	-\$ 1,211.72	3.06%
462 - Bank fees & service charges	87.70	50.00	37.70	175.40%
463 - Memberships & subscriptions	456.52	3,000.00	-2,543.48	15.22%
464 - Awards & grants	0.00	250.00	-250.00	0.00%
465 - Gifts & recognition	98.88	0.00	98.88	
466 - Operating supplies	111.97	650.00	-538.03	17.23%

Total 460 - Other miscellaneous	\$ 793.35	\$ 5,200.00	-\$ 4,406.65	15.26%
Total 400 - Administration	\$ 3,314.06	\$ 21,400.00	-\$ 18,085.94	15.49%
Total Expenditures	\$ 54,091.60	\$ 366,761.00	-\$ 312,669.40	14.75%
Net Operating Revenue	-\$ 50,647.15	\$ 0.00	-\$ 50,647.15	515621571
Other Revenue				
Investment Income	0.00	0.00	0.00	
Dividends & Interest	6,973.95	0.00	6,973.95	
Realized Gains	0.00	0.00	0.00	
Realized Gains - Long Term	48,474.49	0.00	48,474.49	
Realized Gains - Short Term	17,844.51	0.00	17,844.51	
Total Realized Gains	\$ 66,319.00	\$ 0.00	\$ 66,319.00	
Unrealized Gains	13,651.24	0.00	13,651.24	
Total Investment Income	\$ 86,944.19	\$ 0.00	\$ 86,944.19	
Total Other Revenue	\$ 86,944.19	\$ 0.00	\$ 86,944.19	
Other Expenditures				
Investment Expenses	0.00	0.00	0.00	
Investment Fees	4,820.15	0.00	4,820.15	
Total Investment Expenses	\$ 4,820.15	\$ 0.00	\$ 4,820.15	
Total Other Expenditures	\$ 4,820.15	\$ 0.00	\$ 4,820.15	
Net Other Revenue	\$ 82,124.04	\$ 0.00	\$ 82,124.04	
Net Revenue	\$ 31,476.89	\$ 0.00	\$ 31,476.89	-32045561

Wednesday, Mar 04, 2026 08:12:33 AM GMT-8 - Accrual Basis

Statement of Financial Position
William B Ogden Free Library
As of February 28, 2026

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
80096474 Wayne Bank CD	232,942.00
Community Bank Checking	0.00
Petty Cash	100.00
Wayne Bank Checking	32,307.46
Wayne Bank Savings	16,972.11
Total for Bank Accounts	\$282,321.57
Other Current Assets	
Payroll Refunds	0.06
Total for Other Current Assets	\$0.06
Total for Current Assets	\$282,321.63
Other Assets	
Long-term Investments	
Community Bank VanBremen Trust	802,234.43
Morgan Stanley Endowment	1,459,274.72
Total for Long-term investments	\$2,261,509.15
Total for Other Assets	\$2,261,509.15
Total for Assets	\$2,543,830.78
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total for Accounts Payable	\$0.00
Other Current Liabilities	
Payroll Liabilities	-2,290.04
Child Support	0.00
Federal Taxes (941/944)	5,085.56
NYS Employment Taxes	3,137.69
NYS Income Tax	-2,115.61
Simple IRA - Liability	669.18
Total for Payroll Liabilities	\$4,486.78
WCS taxes accrued for next year	292,942.00
Total for Other Current Liabilities	\$297,428.76
Total for Current Liabilities	\$297,428.76
Total for Liabilities	\$297,428.78
Equity	
Income from investments	240,483.89
Opening balance equity	2,323,906.24
Retained Earnings	-353,355.41
Net Income	35,367.28
Total for Equity	\$2,246,402.00
Total for Liabilities and Equity	\$2,543,830.78

Check Detail Report

William B Ogden Free Library
January 1-February 28, 2026

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
01/06/2026	Check	9657	The Library Store	slim book cart	730.26
01/06/2026	Check	9662	BookPage	Monthly Shlpments Books 2/26-1/27	438.00
01/06/2026	Check	9664	Fisher Electric Co	camera/floodlight install basement ext stairwall	150.00
01/06/2026	Expense		Wells Fargo Vendor Financial Services, LLC	Dec 2025	203.02
01/22/2026	Check	9677	Fyr-Fyter, Inc	Phone support	75.00
01/22/2026	Check	9680	Card Services		-805.26
01/22/2026	Check	9680	Card Services	xmas cereal Aldi	14.72
01/22/2026	Check	9680	Card Services	Puzzles Springlock	90.40
01/22/2026	Check	9680	Card Services	Office Chair Amazon	119.99
01/22/2026	Check	9680	Card Services	Flour 2 10lbs bags walmart	28.96
01/22/2026	Check	9680	Card Services	The New York Times	58.00
01/22/2026	Check	9680	Card Services	PS Book Pocket Demco	52.94
01/22/2026	Check	9680	Card Services	stocking holders, ethernet cables amazon	8.61
01/22/2026	Check	9680	Card Services	award trophy amazon	8.49
01/22/2026	Check	9680	Card Services	The Reporter	15.76
01/22/2026	Check	9680	Card Services	flour price chopper	21.99
01/22/2026	Check	9680	Card Services	flour price chopper returned	-21.99
01/22/2026	Check	9680	Card Services	Mall Chimp	22.52
01/22/2026	Check	9680	Card Services	refund walmart	-13.47
01/22/2026	Check	9680	Card Services	refund walmart	-9.98
01/22/2026	Check	9680	Card Services	The Reporter catskill today	64.00
01/22/2026	Check	9680	Card Services	paint brushes, pots	33.93
01/22/2026	Check	9680	Card Services	painting canvas amazon	9.99
01/22/2026	Check	9680	Card Services	shaver hill maple	98.88
01/22/2026	Check	9680	Card Services	intuit quickbooks	217.00
01/22/2026	Check	9680	Card Services	coffee, nutri grain bars amazon	48.35
01/22/2026	Check	9680	Card Services	shredder, tape amazon	40.17
02/13/2026	Check	9694	Kenneth James Gerrard	3/19/2026 Lecture	200.00
02/13/2026	Check	9695	Mitchell, Christina	Needle felled spring landscapes	100.00
02/13/2026	Check	9698	Card Services		-1,032.69
02/13/2026	Check	9698	Card Services	Ice Melt amazon	266.26
02/13/2026	Check	9698	Card Services	The New York Times	58.00
02/13/2026	Check	9698	Card Services	Cream of Tartar amazon	14.35
02/13/2026	Check	9698	Card Services	Mallchimp	22.52
02/13/2026	Check	9698	Card Services	Walmart drinks	41.45
02/13/2026	Check	9698	Card Services	The Correspondent novel amazon	15.40
02/13/2026	Check	9698	Card Services	misty of chlnoteague book amazon	17.69
02/13/2026	Check	9698	Card Services	painting canvases amazon	32.29
02/13/2026	Check	9698	Card Services	packing tape, book tape, spine labels, mailing address labels	80.25
02/13/2026	Check	9698	Card Services	quickbooks	217.00
02/13/2026	Check	9698	Card Services	refill pages for albums amazon	7.90
02/13/2026	Check	9698	Card Services	refund	-40.17
02/13/2026	Check	9698	Card Services	paper bowls	4.20
02/13/2026	Check	9698	Card Services	murphy oil soap	10.66
02/13/2026	Check	9698	Card Services	hdmi cables, printer paper,	53.05
02/13/2026	Check	9698	Card Services	paper towels	63.62
02/13/2026	Check	9698	Card Services	coffee mate	29.30
02/13/2026	Check	9698	Card Services	captain underpants books amazon	43.26
02/13/2026	Check	9698	Card Services	cinnamon toast crunch cups, mini easels	26.37
02/13/2026	Check	9698	Card Services	index cards/stock	13.08
02/13/2026	Check	9698	Card Services	variety pack cereal	10.52
02/13/2026	Check	9698	Card Services	charges	47.70

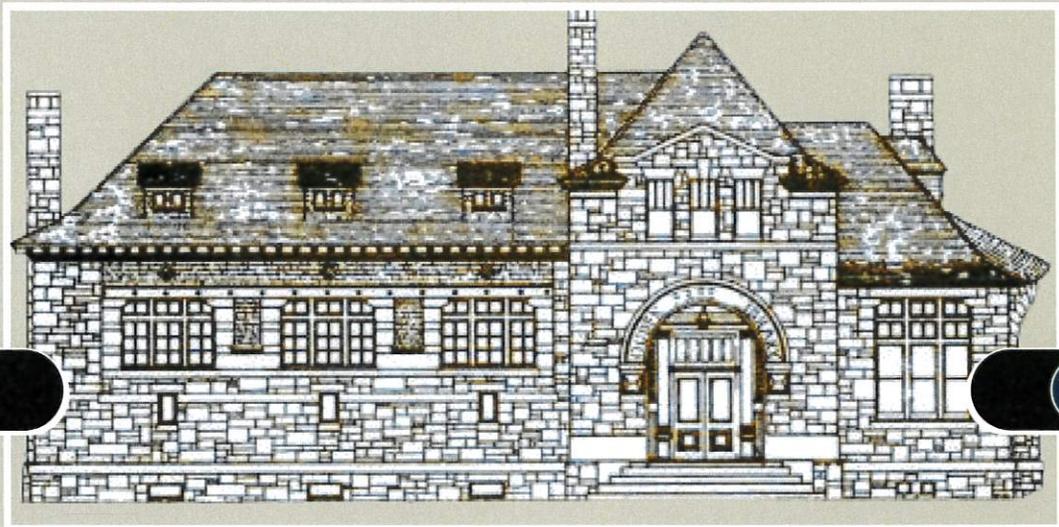
William B. Ogden Free Library
DIRECTORS REPORT JANUARY 2026

1. Director's Activities
 - a. Meetings with Staff
 - i. Staff Meeting (2)
 - ii. One-on-one (2)
 - b. Misc Meetings
 - i. Building Maintenance Services
 1. Carpet Dr: Tile Cleaning
 - ii. Roxbury Panel Meeting
 - iii. BARC (Bibliographic and Referral Center)
 - c. 4CLS Meetings
 - i. Director's meeting
 - ii. Steering Meeting (2)
 - d. Library Committee Meetings
 - i. Administrative
 - ii. Buildings & Grounds
 - iii. Board Development Committee
 - iv. Finance Committee
 - e. Continuing Education
 - i. Trustee Handbook Book Club: Open Meetings Law (1.5)
 - ii. Libraries as Designing for Resilience: 7 Types of Rest in Library Work (1.0)
 - iii. E-Accessibility, WCAG 2.1, Title II, and Your Library in NY (2.0)
 - iv. Web Accessibility Overview: Web Content Accessibility Guidelines & ADA Title II (1.0)
 - v. Forming a More Perfect Union: Library Construction Projects and NY State (1.0)
 - vi. Should It Stay or Should It Go? (1.0)
 - vii. Directors Handbook Book Club Kickoff: What's New in the New Edition (1.5)
 - viii. Creating Accessible Documents and PDFs (1.0)
 - ix. An Introduction to NYS Historic Newspapers (1.0)
2. Library News/Changes.
 - a. O'Connor Grant Awarded for SRP
 - b. 4cls outreach mini grant submitted
 - c. Matching gift from donor's employer received
 - d. CPR Training 4/29, 11:00-1:00, \$10
3. Program Highlights
 - a. Tiny art/tiny art kids
 - b. Upcoming Puzzle Swap (4/11)
4. Statistics: January/February 2026
 - i. New Patrons Registered:28
 - ii. Library Visitors: 1631
 - iii. Programs Offered: 59, Program Attendance: 457
 - iv. Hoopla: Circulations: 119 , New Patrons: 12
 - v. OverDrive Check-Outs: 1579
5. Immediate Considerations/Reminders
 - a. Still waiting on NYS for instructions for submitting annual report

William B. Ogden Free Library



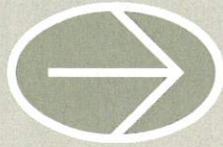
Annual Report



PO Box 298
42 Gardiner Place
Walton, NY 13856
607-865-5929
<https://libraries.4cls.org/walton/>

2025





Mission & History



Mission

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 library building.

History



The William B. Ogden Free Library, chartered in 1899, serves residents of the Walton Central School District and surrounding communities. Named for William B. Ogden, Walton's former postmaster and Chicago's first mayor, the library's construction was funded through his 1877 bequest. Designed by Morris and Walker and built with native bluestone, it opened on January 29, 1899. The Library was added to the National Register of Historic Places in 1984. A portrait of Ogden hangs above the fireplace on the main level.





A Letter from the Director



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 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.

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*

Heather Johnson





A Letter from the Board President

Dear Community Members,

At times the days seem to crawl by but somehow the years fly. Here we are in 2026.

The Board of Trustees of the William B Ogden Free Library thank you for your continued support. We hope you will use this wonderful facility to enrich your lives by taking advantage of the book collections, diverse programs offered for all ages and interests or just to come sit, relax and enjoy moments of peace and escape from what at times may seem like a chaotic world.

The past year was very productive. At long last the ADA compliant circulation desk was completed. The functionality allows this great library staff to be even more accessible to you AND it is truly beautiful. We are grateful to the donors that made it possible. New carpeting enhances the overall WOW appeal of the main floor. This majestic building needs and deserves care and upkeep. To be good stewards and fulfill the responsibility of the board of trustees a Building Survey was completed by Keystone Associates. This allows us to have information to form a list of priorities of what physical needs this building will have now and in the future to ensure that the library will be here for the community.

The Board of Trustees is comprised of a diverse group of individuals each adding a perspective, idea or raising questions that help us to better serve the core mission of the WBOFL. We come together as a united entity to ensure fiscal responsibility, quality of service of the various product lines and maintaining the historic building. We work together with Heather Johnson, Library Director, and her outstanding staff to accomplish these goals. The team is strong, dedicated and enthusiastic!

For those of you who don't routinely use the library please stop in and learn firsthand all that we have to offer. For our regular users THANK YOU, THANK YOU and we look forward to seeing you soon. Thoughtful suggestions for program ideas are always welcome. May 2026, bring you joy and a sense of wellbeing,

~Mary Doig, *President of the Board of Trustees*



Executive Committee

Hoss Banaja, *Finance Officer*
Jessica Reed, *Secretary*
Mary Doig, *President*
Vicki O'Brien, *Vice-President*



Trustees

Hoss Banaja
Mary Doig
Jenny Kilpatrick
Dotti Kruppo
Jackie Malaret
Venus Melo
Janet Merrill
Vicki O'Brien
Chris Ogden
Dana Plaud
Jessica Reed





Meet our Staff



Carol Barnes
Clerk



Sharon LaPier
Adult Services
Coordinator



Mari Lynd
Clerk



Kim Poulin
Youth Services
Coordinator



Tara Vitti
Marketing
Coordinator

Support Staff

Flossie Curtis
Gardens

Marie Dutcher
Business Manager

Larry Govendo
Maintenance

Shannon McCall
Grounds

Penny Wyman
Custodian



New Circulation Desk

The William B. Ogden Free Library is pleased to share the successful installation of its new circulation desk, completing a long-planned upgrade to the public service area of our main floor.

Designed by Crawford & Stearns and built by Lawrence Woodworks, the new desk strikes a balance between modern functionality and the architectural character of our historic building. The project brings several important improvements, including full ADA compliance, better visibility across the main reading rooms, a safer and more efficient workflow for staff, and a more welcoming experience for patrons of all ages.

Funding for the desk was made possible through the generous support of grants and private donors including the Estate of Richard Pond, the Estate of Shirley Huyck, the John Henry Eldred Jr Foundation, and the Platt Mead Hanford / Jennie Bradley Hanford Memorial Fund.

Staff, trustees, and project partners worked collaboratively throughout the design and construction process to ensure that the final result truly meets the needs of our community. We're delighted with the transformation and look forward to welcoming those who may want to see the space firsthand.





Other Highlights

Bluey Bash

We concluded our 2025 Summer Reading Program, *Color Our World*, with a lively Bluey Bash, drawing more than 200 children and families to the library lawn for an afternoon of crafts, games, and community fun inspired by the popular children's show. A special highlight was the appearance of New York Times best-selling author Tracey West, creator of the Dragon Masters series, who attended with her Dragon Wagon Book Bus and ensured every child received a free book to take home, reinforcing the library's mission to encourage lifelong reading and learning.

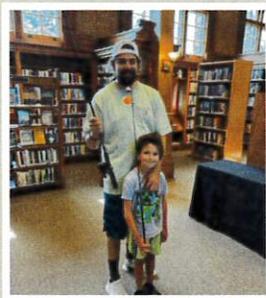


Mosaic Workshop

This fall, we hosted *Pieces of Our Past: A Heritage Mosaic Workshop*, a six-week series led by mosaic artist Marilyn Lindstrom that blended art, memory, and community connection. Participants explored their family heritage by creating personal mosaic artworks incorporating meaningful objects and heirlooms. The series concluded with a community reception where the finished pieces were proudly displayed and shared alongside the stories behind them. Funded through a Delaware County Arts Grant, the workshop offered both artistic instruction and a space for reflection and storytelling.



Noteworthy...



Fishing Pole Lending



Sensory Play Group



Adult Craft Nights



Library Road Signs Installed





By the Numbers



LIBRARY VISITS

9,841

1.6% INCREASE over 2024



CIRCULATION

17,022

Physical & Digital Items
4.22% INCREASE in Digital

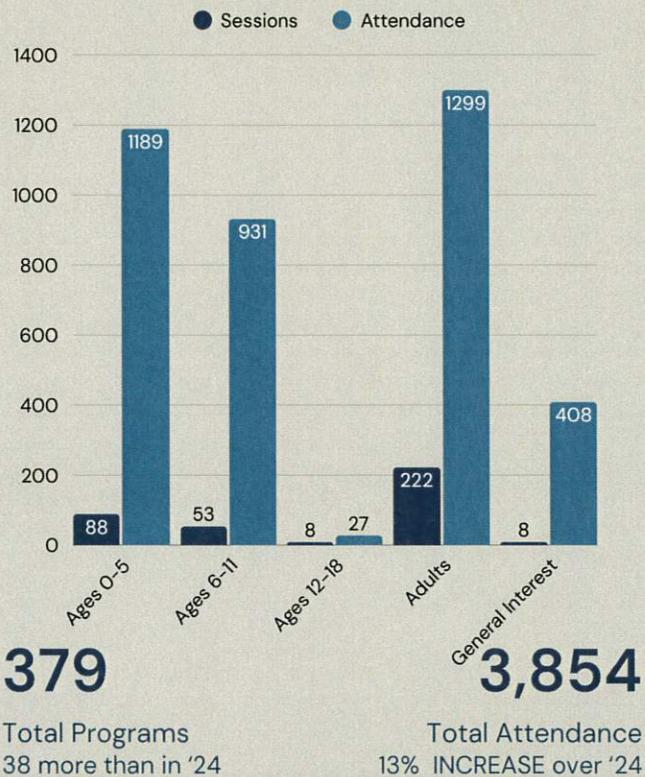


**REGISTERED
BORROWERS**

1,217

Added 149 New Users

LIRRARY PROGRAMMING



**LIBRARY
COLLECTION**

10,449

Total Physical Items Held

*Statistics Provided by the 2025 Annual Report to NYS





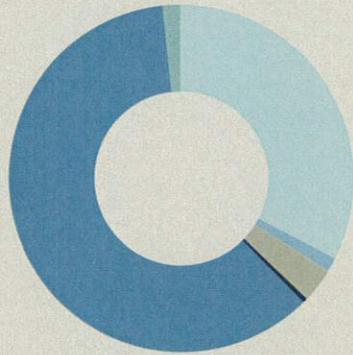
Financial Overview

Income

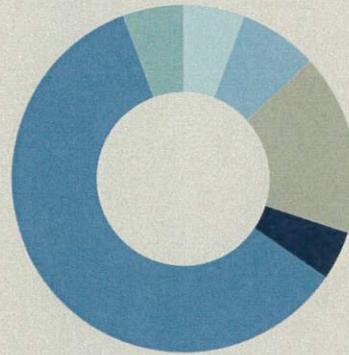
Expenses



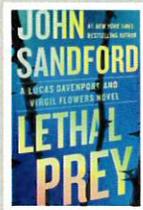
- Endowment Transfer
- Donations
- Grants
- LLSA
- Local Public Funds
- Other



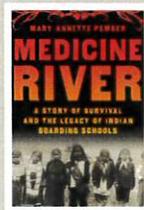
- Administration
- Benefits
- Facilities
- Library Materials
- Salaries
- Library Services



Reader Favorites from 2025



Adult Fiction



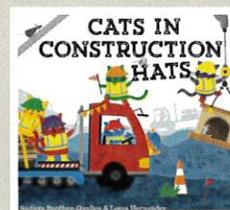
Adult Non-Fiction



Juvenile Fiction



Young Adult Fiction



Picturebook



DVD



WBOFL Administrative Committee Minutes 2/11/26

The committee welcomed Jackie Malaret.

Present: Jackie Malaret, Chris Ogden, Mary Doig, Heather Johnson, Janet Merrill and Vicki O'Brien

The committee reviewed and made minor changes to the Library Director's Annual Evaluation and sent to Hoss to create an online fillable form.

The committee reviewed the Policies Inventory Workbook and created an action plan for policies needing to be written or revised.

Next meeting's agenda:

Review the policies and procedures on the action plan developed today.

Develop a plan to review policies and procedures that are overdue and due soon.

Next Meeting: April 8, 2026 at 4pm.

William B. Ogden Free Library
Board of Trustees
Board Development Committee Meeting

Wednesday, February 25, 2025 / 4:00 PM

Attendees: Heather Johnson/ *Director*, Mary Doig/ *Board President*, Jessica Reed/ *Chairperson*, Jackie Malaret, Jenny Kilpatrick.

1. Call to order: 4:00 PM
2. We welcomed and briefed a new member, Jenny Kilpatrick and conducted a facility tour.
3. All Trustee positions are currently filled.
4. The first Orientation/Onboarding was held successfully for the two new trustees, Dana Plaud and Jenny Kilpatrick on January 21, 2026. Jenny Kilpatrick was able to attend her first board meeting on January 27, 2026, with Dana Plaud expected to attend the March 24, 2026 Board Meeting.
5. Sending a survey to both new board members after two board meetings was discussed to assess their comfort level and/or concerns. J. Reed will send the surveys.
6. Committee reassignments are up to date.
7. Jessica Reed and Jackie Malaret have had two separate meetings to work on a spreadsheet to track trustee data such as dates of terms, orientations completed, surveys sent, etc. They will meet at a later date to complete this task.
8. A secondary orientation was conducted on January 27, 2026, as a requirement for newer trustees and as a voluntary refresher for other trustees and was successful.
9. Hoss Banaja and Jackie Malaret worked together to compile the anonymous data from the annual trustee self-evaluation into a spread sheet that highlights the areas that trustees feel confident in and those that could use further development. A discussion was held in the committee meeting of ideas for further development to promote confidence. Some preliminary ideas were setting aside a few minutes at board meetings for short presentations on relative topics, carpool road trips to visit other libraries and gathering in person voluntarily to complete training to fulfill further education requirement hours. This is an ongoing discussion.
10. An exit interview that was sent to Rachel James regarding her experience while serving on the board and further comments and suggestions was discussed. Much insight was gleaned from the exit interview. J. Reed will send the exit interview to Tom Austin who recently completed his board service.

The meeting was adjourned at: 5:10 PM. Next meeting: Wednesday, April 22, 2026, 4:00 PM.

Building & Grounds Committee | Meeting Minutes

FEBRUARY 19, 2026 / 10:30 AM

Submitted by: Hoss Banaja

ATTENDEES

PRESENT: [Heather Johnson , Hossam Banaja , Mary Doig , Dotti Kruppo , Venus Melo]

ABSENT: [none]

PROJECT/ISSUE NOTES

Began 10:35am

DOORS & DESK

- Gardiner Door issues have been fixed by BR Johnson (cylinder installed, interior button/reader repaired, left door pin aligned/adjusted).
- Small open items on Circulation desk (cover for wiring, exposed nail head). Peter (carpenter) dealing with family issue; still on his radar, but no ETA.

TILE CLEANING

- Has been too cold for equipment to operate. Will possibly schedule in next couple of weeks if warm enough.

SECURITY CAMERA(S)

- Floodlight camera installed at basement door. Heather has access and is getting notifications. No issues so far.
- Larry will install "Recording in Progress" sign when weather warms up. Sign is not legally necessary, but nice to have.

MASONRY REPAIR (BUILDING CONDITION SURVEY)

- Board approved capital expense. Signed proposal by Lupini Construction. Business Manager to create "Project" in Quickbooks to track spending.
- Not yet scheduled, but expected either Spring or Fall 2026. Will take ~4 weeks.

MISC

- **HVAC up/down separation:** Still no response from AirTemp. Heather/Venus to try again or seek other vendors.
- **Electrical panel upgrade (main floor bath):** Received one vague estimate from TMB
 - Venus to solicit more quotes/estimates
 - Heather & Dotti to look into grant funding
- **Village water supply lines:** Received letter from village re: lead in water supply lines (general letter, not specifically concerned about library). Hoss called Village DPW to schedule a visit to check. Scheduled for 2/20/2026.
- **Flood insurance:** Insurance is up for renewal. Three options: Drop it, keep it the same, increase coverage by \$40,000. BGCom recommends keeping policy, but defers to FinCom on whether to keep same coverage or increase.

Adjourned 11:26am

Finance Committee | Meeting Minutes

MARCH 4, 2026 / 2:00 PM

Submitted by: Hoss Banaja

ATTENDEES

PRESENT: Heather Johnson , Marie Dutcher , Mary Doig , Dana Plaud , Hossam Banaja (remote), Chris Ogden (remote)

ABSENT: (none)

PROJECT/ISSUE NOTES

Called to Order 2:02pm

BOARD REPORTS - BUSINESS MANAGER

- Balance Sheet
- Budget vs Actual
 - New procedure for recording Endowment Draw—see below
- Bills for board approval

BOOKKEEPING UPDATE

- New Quickbooks accounts set up to differentiate between investment income used for operating expenses (“above the line”), cleaner Income Statements

TAX FILING FIRM (990)

- In order to reduce expenses and work with a firm that: is more local (Oneonta), can integrate with our Quickbooks, and is familiar with association library filings, the Finance Committee:
 - Terminated relationship with existing filing firm—Piaker & Lyons
 - Hired Mostert, Manzanero & Scott for 2025 filing
- Filing has not yet started, but is in queue

FLOOD INSURANCE RENEWAL

- Premium is up ~\$1k vs last year for same coverage
- Buildings & Grounds Committee recommends keeping coverage, but deferred to Finance Committee on which policy fits within budget (open to lower coverage and/or higher deductible)
- Dana to reach out to insurance broker to ask about lowering premium or alternate policies

CAPITAL EXPENSES

- For increased transparency around capital projects, Finance Officer, Business Manager, and Director will discuss using Classes and/or Projects in Quickbooks to track expenses *outside* the operating budget
- Will implement for upcoming 2026 Masonry work

Adjourned 2:51pm

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.		Project Leader	Project Team	Time Line	Progress	Completed
Sustainability Statement						
I. Facility						
The library creates an environment to promote access and ease of use for the community.						
<ul style="list-style-type: none"> Provide accessibility to library materials, resources, and events 						
<ul style="list-style-type: none"> 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>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Replace/upgrade existing elevator 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"/>
<ul style="list-style-type: none"> 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"/>
<ul style="list-style-type: none"> 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>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Evaluate the facility for needed upgrades and improvements 					<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>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Conduct a Building Condition Survey every five years 		BG Committee Chair	Director, BG Committee			<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Evaluate the safety and security needs of the library 					<p>2023: Initial discussion established with architect.</p> <p>2025: Completion of BCS has indentified priorities for building upgrades</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> Install a fire protection (sprinkler) system for the stairway, and rooms on the upper level 		BG Committee Chair	Director, BG Committee			<input type="checkbox"/>

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

<ul style="list-style-type: none"> o Address the need for safe emergency egress on the third floor 	BG Committee Chair	Director, BG Committee	2023: Initial discussion established with architect. 2024: B/g Committee reached out to local contacts w/o success. 2025: Completion of BCS has indentified priorities for building upgrades	<input type="checkbox"/>
Complete the compilation of policies recommended by NYS for public libraries	Admin Committee Chair	Director, Adm in committee	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 th review of personnel policies. They also created a number of recommended policies that we were missing. 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.	on-going
<ul style="list-style-type: none"> o Keep policies up-to-date both physically and virtually for access by staff and patrons 	Director	Director, staff	on-going	on-going
2. Collections The program provides and promotes a quality collection to Singapore the needs and interests of the community				
<ul style="list-style-type: none"> o Expand the breadth of the library collection 	Director	Director, staff	on-going Staff makes monthly purchases 2025: Note that staff uses a variety of resources to make these purchases	on-going
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> o Be deliberate in promoting the library collection 			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.	
<ul style="list-style-type: none"> o Create physical and virtual displays of materials to pique patron awareness of the collection 	Director	Director, staff	on-going	on-going
Expand access to historical and genealogical resources				

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

<ul style="list-style-type: none"> Convert past issue of The Reporter to electronic format on a yearly basis 	Director	Director, Finance Committee	on-going	<p>2023: Conventions are up-to-date. 2024: Issues from 2023 were converted. 2025: Issues from 2024 were converted.</p>	on-going
<ul style="list-style-type: none"> Investigate the feasibility of converting other local history materials into electronic format. 	Director	Director, Finance Committee	on-going	<p>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 4ds for converting yearbooks</p>	on-going
<p>Generation</p> <p>Partnerships with other community organizations to expand library services and programs</p>					
<ul style="list-style-type: none"> Promote collaborative activities with businesses, churches, civic organizations, governments, and schools. 	Director	Director, staff	on-going	<p>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 wily sensory play group, launched 1000 Books before kindergarten Reading Program.</p>	on-going
<ul style="list-style-type: none"> Offer workshops and programs on topics of community interest 	Director	Director, staff	on-going	<p>2023: Published in Patty Wood's column, Watsonian including library events in their monthly newsletter.</p>	<input checked="" type="checkbox"/> on-going
<ul style="list-style-type: none"> Continue to develop and implement partnerships to assist teachers, parents, and children. 	Director	Director, staff	on-going	<p>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</p>	on-going
<ul style="list-style-type: none"> Explore the creation of or participation in a community calendar for local events published in one location 	Director	Director, staff	on-going	<p>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</p>	on-going
<ul style="list-style-type: none"> Understand and serve the needs of underserved areas and populations 	Director	Director, staff	on-going	<p>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.</p>	on-going
<ul style="list-style-type: none"> Increase outreach to seniors and individuals with limited access to community services. 	Director	Director, staff	on-going		on-going
<ul style="list-style-type: none"> Promote cultural awareness programs 	Director	Director, staff	on-going		on-going
<p>Generation</p> <p>Partnerships with other community organizations to expand library services and programs</p>					
<ul style="list-style-type: none"> Reach audiences with various modes of communication 	Director	Director, staff			<input type="checkbox"/>
<ul style="list-style-type: none"> 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

<ul style="list-style-type: none"> Establish a baseline measurement of the reach of current marketing efforts 	Director	Director, staff		<p>2025: Intern reviewed library stats pre/post covid. Presented data and suggested improvements</p> <p>2023: Staff share posts to other local pages</p> <p>2024: Created a Library Instagram Account. Started sharing to FB "story" share to other local FB groups.</p> <p>2025: grew insta followers, using "library mascot" to promote library materials and resources</p>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Explore ways to increase the library's social media presence 	Director	Director, staff	on-going		<input type="checkbox"/>
<ul style="list-style-type: none"> Create library branding to promote consistency and recognizability in library advertising 	Director	Director, staff, finance committee		<p>2024: constantly using the library pencil drawing as an identifying "logo" in all promotions.</p>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Explore ways to have a library presence on Main Street 	B&G Committee Chair	Director, B&G Committee		<p>2023: The library contributed funds toward the restoration of the "Historic District" sign at the end of Gardner Place that was initiated by the Theatre Preservation Committee.</p> <p>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.</p> <p>2025: Second DOT sign was installed.</p>	<input checked="" type="checkbox"/>
Development					
<ul style="list-style-type: none"> Promote library value in our community 					
<ul style="list-style-type: none"> Organize and arrange presentations by library representatives to community groups 	Full Board	Director, Board			<input type="checkbox"/>
<ul style="list-style-type: none"> Plan outreach activities to coordinate with community events 	Full Board	Director, Board, staff	on-going	<p>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.</p> <p>2024: Tabled at the Townsend School Open House, and participated in the Trout Creek Trunk or Treat.</p> <p>2025: Townsend Open House, Walton Fall Market, Gathering Taibe Community Luncheon (The Great Give Back)</p>	on-going
<ul style="list-style-type: none"> Expand the reach of the library's annual report to the community 	Full Board	Director, Board, Finance comm		<p>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.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish a strong membership of trustees and committee volunteers 					
<ul style="list-style-type: none"> Develop on-boarding procedures and curriculum 	Board Development Committee Chair, Director	Director, Board Development Committee		<p>2023: Nominating Committee established written on-boarding processes with a list of documents and webinar resources to be used.</p> <p>2024: On-boarding of new trustees has been systematic and consistent.</p> <p>2025: Official presentations have been created for initial orientation and a six month follow up orientation.</p>	<input checked="" type="checkbox"/>

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

<p>o Conduct an annual board self-assessment to highlight areas of excellence and opportunities for improvement</p>	<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>
<p>o Provide staff and board members with opportunities for continued education</p>	<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 & trustees in compliance. Business manager got QB training, Staff Development day, subscribed to year long training content for staff</p>	<p>on-going</p>

Adopted January 31, 2023