



Walworth-Seely Public Library
PROPOSED Meeting Agenda of the Board of Trustees

DATE: Thursday, April 9, 2026

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order
- 2) Roll Call
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee motioned to adopt the current meeting agenda as presented. Seconded by Trustee

- 4) Approval of prior meeting minutes:

(1) Approval of prior meeting minutes of March 12, 2026

MOTION: Trustee motioned to approve the prior meeting minutes of February, 2026 as presented. Seconded by Trustee

- 5) Period of Public Expression (limit 5 minutes per speaker)
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
- 7) Town Board Liaison Report (Councilman Dan Botsford)
- 8) Library Director's Report (Director Anne Brown) see attached
- 9) Secretary's Report - Correspondence (Trustee Strait)

- 10) Committee Reports:

a) Financial Committee (Finance Officer Trustee Culver)

(1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for March 2026

MOTION: Trustee motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for March 2026. Seconded by Trustee



Walworth-Seely Public Library
PROPOSED Meeting Agenda of the Board of Trustees

- (2) Approval of March 2026 vouchers

MOTION: Trustee motioned to approve 23 pre-paid items in the amount of \$7,488.13 and 0 pending items for a grand total of 23 items totaling \$7,488.13. Seconded by Trustee

- (4) Approval to pay the 2025 Tax Prep & Filing to Heveron & Company in the amount of \$5,575.00.

MOTION: Trustee motioned to approve the payment of the 2025 Tax Prep & Filing to Heveron & Company in the amount of \$5,575.00. Seconded by Trustee

- (5) Approval to pay the library's 2026 portion of the NYSLRS bill to the Town of Walworth in the amount of \$19,367.68.

MOTION: Trustee motioned to approve the payment of the 2026 NYSLRS bill to the Town of Walworth in the amount of \$19,367.68. Seconded by Trustee

- (6) Approval to close all remaining bank accounts at Citizens.

MOTION: Trustee motioned to close all bank accounts located at Citizens Bank. Seconded by Trustee

- (7) Approval for Director Brown to establish a library credit card through Lyons National Bank.

MOTION: Trustee motioned to establish a library credit card for Director use through Lyons National Bank. Seconded by Trustee

- (8) Treasurer Role discussion

- (9) The next Finance Meeting will be held on Friday, May 8, 2026 at 1:00 pm.

- b) Policy Committee (Trustee Strait)

- (1) Hot Spot issue

- c) Personnel Committee (Trustee Teetsel)

- (1) Clerk Nate Amish has resigned effective 4/7/2026. We wish him all the best.



Walworth-Seely Public Library
PROPOSED Meeting Agenda of the Board of Trustees

d) Strategic Planning Committee (Trustee Britt)

e) Sustainable Funding Committee (Trustee Teetsel)

(1) 2027 Budget Proposal will need to be decided by the May meeting

f) Community Relationships & Engagement

11) Old Business

12) New Business

(1) Copier Quotes

(2) Approval of 2025 Annual Report to NYS

MOTION: Trustee motioned to approve the 2024 Annual Report to NYS as presented. Seconded by Trustee.

13) Adjournment

**MOTION: Trustee motioned to adjourn the meeting at _____ pm.
Seconded by Trustee**

IMPORTANT DATES:

- The next Finance Committee meeting will be held on Friday May 8th at 1:00 pm.

The next regular Board Meeting will be Thursday, May 14, 2026 at 6:30 pm.



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
March 2026

DATE: Thursday, March 12, 2026
TIME: 6:38 PM
LOCATION: Library Meeting Room

1) Call to Order

Members of the public present:

- Dan Botsford (Town Board Liaison)
- Rae Gina Wescott (Trustee Applicant)
- Ron Kirsop (OWWL Executive Director)
- Linda Knight (Friends of WSPL President)

2) **Library Board Roll Call:**

- Anne Culver
- Drew Britt
- Marissa Strait
- Anne Brown (Library Director)

Absent: Dave Teetsel (excused)

3) Adoption of current meeting agenda as presented

MOTION: Trustee Culver motioned to adopt the current meeting agenda as presented. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver

NO: 0

4) Approval of prior meeting minutes:

- (1) Approval of prior meeting minutes of February 12, 2026

MOTION: Trustee Strait motioned to approve the prior meeting minutes of February 12th, 2026 as presented. Seconded by Trustee Culver

YES: 3/5 Britt, Strait, Culver

NO: 0

5) Period of Public Expression (limit 5 minutes per speaker)



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
March 2026

- (1) Introduction of Trustee Candidates: Candidate Rae-Gina Wescott present and took a few minutes to give a quick introduction to herself and express her interest in the position
- (2) Ron Kirsop gave brief statement on the good work the board and library is doing

6) Friends of WSPL Liaison Report (Friends' President Linda Knight)

- Gave thanks for the book sale signage being displayed and posted on social media.
- Scanned and shipped off leftovers from the last sale
- Brought up concerns to Town Board member Dan Botsford regarding snowmobile usage in trailered areas and wants signage posted for clarity. Dan agreed to discuss with local Webster snowmobile club members.

- (1) 2026 Memorandum of Understanding
Linda stated this needs to be reviewed further but all were fine with it being approved now.

MOTION: Trustee Culver motioned to approve and sign the 2026 Friends of WSPL MOU as presented. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver

NO: 0

- (2) 2026 Wish List draft

MOTION: Trustee Strait motioned to approve the 2026 Friends Wish List as presented. Seconded by Trustee Culver

- 7) Town Board Liaison Report (Councilman Dan Botsford)
 - Anne Culver's new term has been approved
 - Received and read over the Library's by-laws and charter
- 8) Library Director's Report (Director Anne Brown) see attached
- 9) Secretary's Report - Correspondence (Trustee Strait)
- 10) Committee Reports:
 - a) Financial Committee (Finance Officer Trustee Culver)



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
March 2026

- (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for February 2026

MOTION: Trustee Culver motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for February 2026. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver
NO: 0

- (2) Approval of February 2026 vouchers

MOTION: Trustee Culver motioned to approve 19 pre-paid items in the amount of \$3,062.74 and 0 pending items for a grand total of 19 items totaling \$3,062.74. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver
NO: 0

- (4) The next Finance Meeting will be held on Wednesday, April 8, 2026 at 1:00 pm.

- b) Policy Committee (Trustee Strait)

- (1) Approval of Employee Handbook Updates

MOTION: Trustee Strait motioned to approve the WSPL Employee Handbook updates as presented, with the exception of the AI policy which is tabled for future discussion. Seconded by Trustee Culver

YES: 3/5 Britt, Strait, Culver
NO: 0

- c) Personnel Committee (Trustee Teetsel)

- (1) Director Brown has approved a leave of absence for a staff member effective 2/19/2026. Their essential job duties are being temporarily delegated to other staff.

- d) Strategic Planning Committee (Trustee Britt)



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
March 2026

- e) Sustainable Funding Committee (Trustee Teetsel)
- f) Community Relationships & Engagement

11) Old Business

12) New Business

- (1) Treasurer Role – trustee training session led by Ron Kirsop, Executive Director of OWWL Library System

MOTION: Trustee Britt motioned to A) inspect and audit the board’s current financial process B) explore potential hiring for the treasurer position with job description furnished by Ron Kirsop, if deemed necessary by the board after review process. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver
NO: 0

- (2) Trustee Candidate recommendation to Town Board for appointment

MOTION: Trustee Britt motioned to go into an executive session at 7:05 pm for the purpose of discussing the decision on Trustee applicants to fill the current vacancy. Trustee Britt invited Director Anne Brown and Ron Kirsop into the executive session. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver
NO: 0

Motion: Trustee Britt motioned to end executive session at 7:50 pm following a period of discussion. Seconded by Strait

YES: 3/5 Britt, Strait, Culver
NO: 0

MOTION: Trustee Britt motioned to recommend Rae-Gina Wescott to the Town Board for appointment to the library board to fill a vacancy for the term lasting from 1/1/2024 through 12/31/2028. Seconded by Trustee Strait

YES: 3/5 Britt, Strait, Culver



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
March 2026

NO: 0

13) Adjournment

MOTION: Trustee Strait motioned to adjourn the meeting at 8:28 pm.
Seconded by Trustee Culver

YES: 3/5 Britt, Strait, Culver

NO: 0

IMPORTANT DATES:

- The next Finance Committee meeting will be held on Wednesday April 8th at 1:00 pm.

The next regular Board Meeting will be Thursday, March 12, 2026 at 6:30 pm.

Walworth-Seely Public Library
Director's Report for March 2026
Anne Brown
April 9, 2026

Programs: March 2026

In Person Programs	Date	Attendance
Preschool Story Time	Wednesdays (4)	17 children, 15 adults
Fun with Mother Goose	Thursdays (4)	31 children, 32 adults
Music & Movement	Fridays (2)	12 children, 12 adults
Genealogy Workshop	Wednesdays (4)	9 adults
DIY Craft - <i>Leprechaun Garland</i>	Tuesday 3/3	4 adults
Paper Craft - <i>Rainbow Clover</i>	Tuesday 3/10	3 adults
Book Club - <i>Minding Frankie</i> by Maeve Binchy	Tuesday 3/17	8 adults
Get Crafty - <i>Pour Paint Jars</i>	Tuesday 3/24	5 adults, 1 take & make

Live Virtual Program	Date	Attendance
Genealogy Workshop	Wednesdays (5)	21 adults

Take & Make or Passive Programs	Week of	Kits Taken
Story Time Craft - <i>Pot of Gold</i>	3/4	15
Take & Make Kids' Craft - <i>Paper Towel Roll Bangles</i>	3/21	19

Outreach Programs	Partner Organization	Date	Attendance
Monthly Craft	The Gardens Senior Apartments	3/18	8

Statistics:

	February 2026 *1 holiday	March 2026	March 2025
Door Count	1,737	1,952	1605
Circulation	3,146 1,077 Digital 145 SORA	3,372 <i>*Overdrive statistics unavailable at time of report*</i>	2904 1126 Digital 280 SORA
Ancestry.com Usage (onsite)	4 sessions, 128 searches	7 session, 171 searches	17 sessions, 174 searches
ILLs to other Libraries	929	967	897
Wifi Users	76	105	66
Computer Sessions	223	221	215
Self Checkout	54	46	
Friends of WSPL Book Shelf	0	\$3.00 4 books	\$5.00, 5 books
Total Program Attendance	256 in person, 7 virtual, 28 Take & Makes	183 in person, 21 virtual, 8 outreach, 35 Take & Makes	290 in person, 16 virtual, 1 outreach
New Library Card Holders	13 adults, 3 undesignated	24 adults, 2 teens, 2 children, 1 undesignated	17 adults, 5 children, 1 administrative
Total Facebook Followers	273	279	164

Staffing and Management:

- Tracked weekly timesheets from staff working remotely
- Completed bi-weekly payrolls
- Staff Schedule for next month was completed and posted
- Completed monthly report for NYSLRS
- Assigned staff individual tasks to work on either in the building or remotely
- Oversaw the posting of content created by staff and sharing of external content
- Completed 2026 Employee Handbook legal updates
- Completed Student Loan Forgiveness paperwork for previous employee

Administrative Activities:

- Tracked monthly income and expenses in budget spreadsheet
- Purchased library, program, & cleaning supplies as needed
- Completed bank deposits and transfers as needed
- Updated YTD budget spreadsheet
- Updated library website as needed
- Ordered newly released books and DVDs
- Sent out drafts of previous Board minutes for review
- Created advertising for upcoming events, meetings, and changes to services
- Attended webinars and trainings on various topics
- Reviewed policies per Policy Timeline
- Answered patron inquiries via email, Facebook, and website
- Asked and answered questions with other OWWL directors via email
- Selected next month's book club pick
- Conducted Trustee Candidate interviews with Trustee Strait
- Re-subscribed to Adobe Acrobat software
- Requested a new Community Garden Liaison from Cornell Cooperative Extension
- Hung new Welcome Banner above lobby entrance with Trustee Teetsel
- Completed the 2026 Friends Wish List
- Started Summer Reading planning for "Unearth a Story" theme
- Added Youth Specialist Sydney to Facebook account to help with advertising
- Communicated with Heveron regarding 990

Programs Run, Trainings, and Meetings Attended:

March 2 - Genealogy

March 3 - Policy Committee (Employee Handbook)

March 5 - Leadership Transitions of Key Employees training (ESLN webinar)

March 5 - Friends of WSPL meeting

March 6 - OWWLDAC (Williamson)

March 6 - Finance Committee Meeting

March 6 - Trustee Interviews

March 9 - Genealogy

March 11 - Wayne Partnership Meeting (Newark)

March 11 - OWWL Director Q&A

March 12 - Board Meeting

March 13 - Director Handbook Updates (virtual)

March 16 - Genealogy

March 17 - Book Club

March 20 - Summer Reading Workshop (OWWLHQ)

March 23 - Genealogy

March 25 - Trustee FAQ (virtual)

March 30 - Genealogy

March 31 - Genealogy in Early America (virtual)

The following vouchers are being presented for the approval at the Board Meeting referenced below.

PREAUTHORIZED and PREPAID VOUCHERS for March 2026

BOARD MEETING DATE: 4/8/2026

VENDOR/PAYEE	DESCRIPTION	VOUCHER #	DEPARTMENT	G/L #	AMOUNT	REF #
Paychex	Payroll Processing for 03/12/2026	32601	Payroll Fees	810.5	\$ 117.85	LNB EFT
Paychex	Payroll Processing for 03/26/2026	32602	Payroll Fees	810.5	\$ 200.55	LNB EFT
Paychex	Paychex Flex Time Clock	32603	Payroll Fees	810.5	\$ 112.50	LNB EFT
Charter Communications	Fax Line	32604	Telephone	870.2	\$ 38.88	LNB CK 2207
Staples	Cardstock Paper	32605	Programs	850.1	\$ 35.56	LNB DC
Petsmart	Worms for Otis	32606	Supplies	860.1	\$ 4.99	LNB DC
Verizon Wireless	Hot Spots	32607	Hot Spots	830.9	\$ 246.48	LNB CK 2214
Verizon Wireless	Telephone	32608	Telephone	870.2	\$ 55.38	LNB CK 2215
Payment Processing	Bank Fees	32609	Bank Fees	840.3	\$ 12.94	LNB EFT
Amazon	Supplies	32610	Supplies	860.1	\$ 173.90	LNB CK 2208
Amazon	Programs	32610	Programs	850.1	\$ 172.49	LNB CK 2208
Amazon	Furniture	32610	Furniture & Fixtures	700.2	\$ 134.09	LNB CK 2208
Amazon	Cleaning	32610	Cleaning	860.5	\$ 41.32	LNB CK 2208
Toshiba	Copier Expenses	32611	Copier Costs	860.3	\$ 58.07	LNB CK 2209
Tops Markets	Cookies	32612	Supplies	860.1	\$ 17.77	LNB CK 2210
OWWL	Movie Licensing	32613	Programs	850.1	\$ 315.00	LNB CK 2212
Hevron & Company	2025 Tax Prep	32614	Legal & Accounting	840.2	\$ 5,575.00	LNB CK 2213
Anne Brown	Reimbursement	32615	Programs	850.1	\$ 4.31	LNB CK 2216
Aldi	Snacks	32616	Programs	850.1	\$ 46.39	LNB DC
Adobe	Acrobat Standard	32617	Operating General	840.1	\$ 16.19	LNB DC
Bitwarden	Password Manager	32618	Operating General	840.1	\$ 103.68	LNB DC
Staples	Refund	32619	Supplies	860.1	\$ (35.56)	LNB DC
Walmart	Items for Otis' Tank	32620	Gifts & Donations	620.1	\$ 40.35	LNB DC
	23					

TOTAL PREPAID

TOTAL ITEMS: 23

\$ 7,488.13

PENDING PAYMENT VOUCHERS

VENDOR/PAYEE	DESCRIPTION	VOUCHER #	DEPARTMENT		
				PENDING	0
					\$ -
				GRAND TOTAL	\$ 7,488.13

APPROVED PAYMENTS, TRUSTEES...

BOARD MEETING DATE: 4/8/2026

PREPARED BY/DATE:

Karla DiPaul **4/3/2026**

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

Walworth Seely Public Library

Profit & Loss

March 2026

04/03/26

Accrual Basis

	Mar 26
Income	
600 · Town of Walworth Funding	332,900.00
610 · Library Charges	
610.1 · Fines	25.00
610.2 · Copies	154.40
610.3 · Faxes	62.00
610.6 · Lost Card	4.00
Total 610 · Library Charges	245.40
620 · Support (Gifts & Donations)	
620.1 · Gifts (Donations Monetary)	18.92
620.4 · Friends of the Library	154.08
Total 620 · Support (Gifts & Donations)	173.00
680 · Interest Earnings	2.18
690 · Other Revenue	
690.9 · Other Revenue - Misc.	2.00
Total 690 · Other Revenue	2.00
Total Income	333,322.58
Expense	
700 · Equipment & Furniture	
700.2 · Furniture & Fixtures	134.09
Total 700 · Equipment & Furniture	134.09
800 · Salary and Wages (Payroll)	
800.1 · Director	6,160.00
800.3 · Clerks	9,727.03
800.5 · Bookkeeper	339.06
Total 800 · Salary and Wages (Payroll)	16,226.09
810 · Payroll Expenses (Benefits)	
810.1 · ER Social Security	1,241.30
810.5 · Payroll Processing Expenses	430.40
Total 810 · Payroll Expenses (Benefits)	1,671.70
840 · Operating Expenses	
840.1 · Operating General	119.87
840.2 · Fee-Legal and Accounting	5,575.00
840.3 · Bank Fees	17.94
850 · Programs	
850.1 · Reading Programs	569.44
Total 850 · Programs	569.44
860 · Office Expenses (Supplies)	
860.1 · General Supplies	201.45
860.3 · Copier Maintenance & Supplies	58.07
860.5 · Cleaning Supplies	41.32
Total 860 · Office Expenses (Supplies)	300.84
Total 840 · Operating Expenses	6,583.09
Total Expense	24,614.97
Net Income	308,707.61

Walworth Seely Public Library
Profit & Loss
January through March 2026

	Jan - Mar 26
Income	
600 · Town of Walworth Funding	332,900.00
610 · Library Charges	
610.1 · Fines	77.00
610.2 · Copies	522.60
610.3 · Faxes	99.40
610.4 · Lost Book - Walworth	40.70
610.5 · Lost Book - Other	2.00
610.6 · Lost Card	10.50
610.9 · Other	1.00
Total 610 · Library Charges	753.20
620 · Support (Gifts & Donations)	
620.1 · Gifts (Donations Monetary)	226.34
620.4 · Friends of the Library	223.23
Total 620 · Support (Gifts & Donations)	449.57
630 · Grants	
630.9 · Grants, other	8,292.00
Total 630 · Grants	8,292.00
680 · Interest Earnings	7.17
690 · Other Revenue	
690.1 · Register Over/Short	1.45
690.9 · Other Revenue - Misc.	3.00
Total 690 · Other Revenue	4.45
Total Income	342,406.39
Expense	
700 · Equipment & Furniture	
700.2 · Furniture & Fixtures	808.83
Total 700 · Equipment & Furniture	808.83
800 · Salary and Wages (Payroll)	
800.1 · Director	20,496.00
800.3 · Clerks	28,838.18
800.4 · Pages	258.96
800.5 · Bookkeeper	926.02
800.9 · Other	1,434.15
Total 800 · Salary and Wages (Payroll)	51,953.31
810 · Payroll Expenses (Benefits)	
810.1 · ER Social Security	3,974.37
810.3 · Disability Insurance	1,338.49
810.5 · Payroll Processing Expenses	1,520.55
Total 810 · Payroll Expenses (Benefits)	6,833.41
820 · Travel and Training (Training)	
820.3 · Travel for Training (Trav/Mile)	90.16
Total 820 · Travel and Training (Training)	90.16
830 · Materials	
830.1 · Books	298.12
830.5 · Videos/CDs/Games	701.78
830.6 · Databases	413.32
830.7 · OWWL2go Funding	2,364.00
830.9 · Materials - Hot Spots	174.89
Total 830 · Materials	3,952.11

Walworth Seely Public Library

Profit & Loss

04/03/26

January through March 2026

Accrual Basis

	<u>Jan - Mar 26</u>
840 · Operating Expenses	
840.1 · Operating General	1,303.87
840.2 · Fee-Legal and Accounting	5,575.00
840.3 · Bank Fees	97.55
850 · Programs	
850.1 · Reading Programs	2,221.37
850.9 · Programs - Other	253.28
Total 850 · Programs	<u>2,474.65</u>
860 · Office Expenses (Supplies)	
860.1 · General Supplies	2,387.01
860.3 · Copier Maintenance & Supplies	131.76
860.5 · Cleaning Supplies	131.13
Total 860 · Office Expenses (Supplies)	<u>2,649.90</u>
870 · Communications	
870.2 · Telephone	217.54
Total 870 · Communications	<u>217.54</u>
Total 840 · Operating Expenses	12,318.51
881 · Insurance	2,970.51
999 · Other Expense	120.22
Total Expense	<u>79,047.06</u>
Net Income	<u><u>263,359.33</u></u>

Walworth Seely Public Library

Balance Sheet

As of March 31, 2026

04/03/26

Accrual Basis

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Citizens Operating Checking	625.22
103 · LNB -Operating Checking	30,072.50
103.1 · new EFT checking account	26,658.06
104 · LNB - Operating Savings	343,840.85
107 · Lyons New Reserve Account	21,754.69
108 · LNBLibrary Improvement Checking	806.96
109 · LNB Budget Reserve Savings	25,015.63
110 · Petty Cash	250.00
Total Checking/Savings	<u>449,023.91</u>
Total Current Assets	449,023.91
Fixed Assets	
250 · Machinery & Equipment	119,612.33
251 · Accumulated Depreciation	-237,024.00
252 · Town Building (construction)	893,279.27
Total Fixed Assets	<u>775,867.60</u>
TOTAL ASSETS	<u>1,224,891.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
300 · Accounts Payable	-206.14
Total Accounts Payable	-206.14
Other Current Liabilities	
311 · Payroll Liability	21,577.86
312 · NYS Retirement Payable - EE	6,778.00
Total Other Current Liabilities	<u>28,355.86</u>
Total Current Liabilities	<u>28,149.72</u>
Total Liabilities	28,149.72
Equity	
32000 · Undesignated Net Assets	919,271.89
406 · Capital Reserve - Non-Fiction M	136.36
416 · FFRPL Tummonds	-4,655.89
418 · 1000 Books pre K	199.92
500 · Designated Reserve Operating	18,430.18
Net Income	263,359.33
Total Equity	<u>1,196,741.79</u>
TOTAL LIABILITIES & EQUITY	<u>1,224,891.51</u>