

Montour Falls Library
Board Meeting Agenda
February 28th, 2024 – 3pm

- Review & Approval of Minutes – No January Meeting
- Executive Session
- Annual Report Vote
- Treasurer's Report
 - Halco Funding/Capital Campaign
 - Visions/Chemung Canal
- President's Report
 - Tax Levy Letter – Approval of Rate Difference
- Director's Report
 - Updating Job Descriptions
 - New Hires
- Committee Confirmations
- Committee Reports
 - Building & Grounds Committee
 - Finance Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee
- Public Expression
- Adjournment

Montour Falls Memorial Library

Minutes of Trustees Meeting

Meeting held December 20, 2023

Report for November 2023

Trustees present: Samuel Shama, Cindy Emerson, Elaine Dalrymple, Jen Fisher, Noah Bump, Bruce Boughton

Others Present: Jess Westlake, Hannah Rosier, Jeff Gruber

Trustees absent: Phil Cherry, Katie Serrine

The meeting was called to order by Samuel Shama at 3:00 PM.

Minutes from November 2023 submitted by Hannah Rosier were reviewed and approved.

Motion: Elaine Second: Jen

All approved.

New Trustees – Noah Bump and Bruce Boughton have been accepted to be on the board. Sam would like to revisit our board induction process by later next year.

Motion: Jen Second: Elaine

All approved.

Officer Roles/Chairpersons - Bruce has accepted the role of Treasurer and will be the chair of Finance. Jen will be chair of Personnel. Buildings and Grounds TBD. The Fundraising chair is Noah. Historic Artifacts & Records chair is Elaine.

Motion: Jen Second: Elaine

All approved.

Treasurer's Report presented by Jess Westlake was reviewed and approved.

- Finance will meet with Blowers to discuss potential funding for Early Literacy. Bruce would like to attend this meeting.

Motion: Elaine Second: Jen

All approved.

Budget 2024 –

- The board has voted on a 3% increase in the budget for the tax levy.
- Cost of utilities is expected to go down.
- There may be a carry-over from this year.
- We are under for payroll and collections at the end of this year.
- All current staff members will receive a pay increase.
- We budgeted to hire additional staff in 2024.
- Hannah increased by one hour.
- We're short \$637 for the 2023 year.

Motion: Jen Second: Cindy

All approved.

Early Literacy Report has been submitted and approved.

- We've seen more regular families coming in for Storytimes, looking to increase engagement for Tuesday Storytimes.

Library Director's Report presented by Jess Westlake.

- Add Bruce Boughton to Visions Federal Credit Union account and give access to all appropriate logins and documents regarding financials.
- Thanks to Cindy Emerson for her time, generosity, and support during her two terms and role as Board President at the Montour Falls Library and beyond. This is her last board meeting. Thanks, Cindy!
- Unseasonably busy for this time of year. Higher than average patrons in the building.

Committee Reports:

- Finance Committee – Met on 12/12 and 12/19. Budget was discussed and drafted.
- Personnel/Policies/Nominating Committee – see President's report.
- Building & Grounds Committee – did not meet. Jess has presented the HALCO proposal and agreement. Phase 1 is nearly complete pending final approval and walk-through including Jess, Halco (new rep), and Tony from Village of Montour Falls Code Enforcement on January 3rd.
- Fundraising/Community Relations Committee – did not meet.
- Historical Records & Artifacts Committee – did not meet.

President's Report was presented by Samuel Shama and his proposals for officers are the following:

- Jen Fisher for President (3 years)
- Noah Bump for VP (3 years)
- Bruce Boughton for Treasurer (1 year; appointed annually)
- Phil Cherry for Secretary (1 year due to term end in Dec 2024)

Motion: Elaine Second: Cindy

All approved.

Public Expression – None present.

Adjournment – Motion: Elaine Second: Noah Time: 4:15 PM.

All approved.

Next Meeting – Wednesday, January 24 and 3:00 PM.

Minutes respectfully submitted by Hannah Rosier

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Revenue			
4000 Tax Money		178,433.00	178,433.00
4010 Copying/Printing		200.00	200.00
4100 Fundraising			
4102 Donations - General	527.00		-527.00
4104 Fundraising Other		23,250.00	23,250.00
Total 4100 Fundraising	-527.00	23,250.00	22,723.00
4300 STLS Service Aid		1,500.00	1,500.00
4500 Interest	167.41	2,000.00	1,832.59
Total Revenue	\$694.41	\$205,383.00	\$204,688.59
GROSS PROFIT	\$694.41	\$205,383.00	\$204,688.59
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	8,375.00	133,740.00	125,365.00
5030 Library Assistant - Gen	6,228.00		-6,228.00
Total 5000 Payroll Exp - General	14,603.00	133,740.00	119,137.00
5200 Payroll Taxes			
5210 Payroll Taxes General		9,724.00	9,724.00
5211 Social Security - Genera	905.39		-905.39
5212 Medicare General	211.75		-211.75
5213 NYS Unemployment Tax - General	295.71		-295.71
5214 NYS Re-employment Tax - General	10.96		-10.96
Total 5210 Payroll Taxes General	1,423.81	9,724.00	8,300.19
Payroll Taxes General Li	-0.01		0.01
Total 5200 Payroll Taxes	1,423.80	9,724.00	8,300.20
6000 Employee Expense	2,125.65	4,990.00	2,864.35
6100 Collections		18,000.00	18,000.00
6110 Print Material General	1,472.87		-1,472.87
Total 6100 Collections	1,472.87	18,000.00	16,527.13
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	1,000.00
6220 Utilities	451.74	4,500.00	4,048.26
6230 Insurance -General		2,100.00	2,100.00
6240 Other	43.74	2,500.00	2,456.26
Total 6200 Operations & Maint.	495.48	10,100.00	9,604.52
6300 Office Supplies	94.60	3,000.00	2,905.40
6300.03 Other	96.62		-96.62
Total 6300 Office Supplies	191.22	3,000.00	2,808.78
6325 Cleaning	450.00		-450.00
6325.01 Labor		4,680.00	4,680.00
6325.02 Supplies	530.84	150.00	-380.84

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Total 6325 Cleaning	980.84	4,830.00	3,849.16
6400 Telecom/Internet/Phone	111.52	1,704.00	1,592.48
6500 Postage/Shipping		500.00	500.00
6600 Accounting Fees			
6601 Bookkeeper	180.00	2,500.00	2,320.00
6602 Tax Preparation Fee		2,500.00	2,500.00
Total 6600 Accounting Fees	180.00	5,000.00	4,820.00
6700 Equipment		1,500.00	1,500.00
6800 Technology/Software	8.40	2,582.00	2,573.60
6900 Program Expenses			
6910 Program Exp - General	1,031.98	3,000.00	1,968.02
6920 Program Exp- Early Lit	100.00		-100.00
Total 6900 Program Expenses	1,131.98	3,000.00	1,868.02
7000 Continuing Ed/Seminars		2,000.00	2,000.00
7100 Publicity/Advertising		600.00	600.00
7200 Dues & Subscriptions		750.00	750.00
7300 Cost Share STLS	3,782.00	4,000.00	218.00
Total Expenditures	\$26,506.76	\$206,020.00	\$179,513.24
NET OPERATING REVENUE	\$-25,812.35	\$-637.00	\$25,175.35
NET REVENUE	\$-25,812.35	\$-637.00	\$25,175.35

Montour Falls Memorial Library

Statement of Activity

January 1 - February 24, 2024

	TOTAL
Revenue	
4100 Fundraising	
4102 Donations - General	527.00
Total 4100 Fundraising	527.00
4500 Interest	167.41
Total Revenue	\$694.41
GROSS PROFIT	\$694.41
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	8,375.00
5030 Library Assistant - Gen	6,228.00
Total 5000 Payroll Exp - General	14,603.00
5100 Payroll Exp - Early Lit	
5130 Library Assistant - Chil	0.00
Total 5100 Payroll Exp - Early Lit	0.00
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	905.39
5212 Medicare General	211.75
5213 NYS Unemployment Tax - General	295.71
5214 NYS Re-employment Tax - General	10.96
Total 5210 Payroll Taxes General	1,423.81
Payroll Taxes General Li	-0.01
Total 5200 Payroll Taxes	1,423.80
6000 Employee Expense	2,125.65
6100 Collections	
6110 Print Material General	1,472.87
Total 6100 Collections	1,472.87
6200 Operations & Maint.	
6220 Utilities	451.74
6240 Other	43.74
Total 6200 Operations & Maint.	495.48
6300 Office Supplies	94.60
6300.03 Other	96.62
Total 6300 Office Supplies	191.22
6325 Cleaning	450.00
6325.02 Supplies	530.84
Total 6325 Cleaning	980.84
6400 Telecom/Internet/Phone	111.52

Montour Falls Memorial Library

Statement of Activity

January 1 - February 24, 2024

	TOTAL
6600 Accounting Fees	
6601 Bookkeeper	180.00
Total 6600 Accounting Fees	180.00
6800 Technology/Software	8.40
6900 Program Expenses	
6910 Program Exp - General	1,031.98
6920 Program Exp- Early Lit	100.00
Total 6900 Program Expenses	1,131.98
7300 Cost Share STLS	3,782.00
Total Expenditures	\$26,506.76
NET OPERATING REVENUE	\$-25,812.35
NET REVENUE	\$-25,812.35

Montour Falls Memorial Library

Statement of Activity

January 2024

	TOTAL
Revenue	
4100 Fundraising	
4102 Donations - General	417.00
Total 4100 Fundraising	417.00
4500 Interest	167.41
Total Revenue	\$584.41
GROSS PROFIT	\$584.41
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	4,000.00
5030 Library Assistant - Gen	3,078.00
Total 5000 Payroll Exp - General	7,078.00
5100 Payroll Exp - Early Lit	
5130 Library Assistant - Chil	0.00
Total 5100 Payroll Exp - Early Lit	0.00
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	438.84
5212 Medicare General	102.63
5213 NYS Unemployment Tax - General	143.33
5214 NYS Re-employment Tax - General	5.31
Total 5210 Payroll Taxes General	690.11
Payroll Taxes General Li	-0.01
Total 5200 Payroll Taxes	690.10
6000 Employee Expense	1,699.00
6100 Collections	
6110 Print Material General	1,112.95
Total 6100 Collections	1,112.95
6200 Operations & Maint.	
6220 Utilities	280.20
6240 Other	43.74
Total 6200 Operations & Maint.	323.94
6300 Office Supplies	94.60
6300.03 Other	77.19
Total 6300 Office Supplies	171.79
6325 Cleaning	270.00
6325.02 Supplies	530.84
Total 6325 Cleaning	800.84
6400 Telecom/Internet/Phone	55.76

Montour Falls Memorial Library

Statement of Activity

January 2024

	TOTAL
6600 Accounting Fees	
6601 Bookkeeper	180.00
Total 6600 Accounting Fees	180.00
6800 Technology/Software	113.40
6900 Program Expenses	
6910 Program Exp - General	31.98
Total 6900 Program Expenses	31.98
7300 Cost Share STLS	3,782.00
Total Expenditures	\$16,039.76
NET OPERATING REVENUE	\$-15,455.35
NET REVENUE	\$-15,455.35

Montour Falls Memorial Library

Statement of Financial Position

As of February 24, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	
1001 General Library Checking	21,144.62
1003 Visions Checking Account	94.88
1005 Visions Saving Account	231,292.27
1006 Petty Cash	100.00
Total 1000 Cash	252,631.77
Total Bank Accounts	\$252,631.77
Total Current Assets	\$252,631.77
TOTAL ASSETS	\$252,631.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 CCTC - Credit Card	68.00
Total Credit Cards	\$68.00
Other Current Liabilities	
2020 Mini Outreach Grant	900.00
2035 Restricted Grants	
2035.07 Havana Art Series - 2022	22.14
Total 2035 Restricted Grants	22.14
2040 Payroll Liabilities	
2040.01 Federal Withholding	26,365.48
2040.02 Social Security	-31,891.54
2040.03 Medicare	5,308.56
2040.04 NYS Withholding	454.32
2040.05 NYS Unemployment Tax	498.73
2040.06 NYS Re-Employment Tax	93.25
Total 2040 Payroll Liabilities	828.80
Total Other Current Liabilities	\$1,750.94
Total Current Liabilities	\$1,818.94
Total Liabilities	\$1,818.94
Equity	
3001 Opening Balance Equity Account	213,267.20
3002 Retained Earnings	63,357.98
Net Revenue	-25,812.35
Total Equity	\$250,812.83
TOTAL LIABILITIES AND EQUITY	\$252,631.77

Director's Report for January 2024 | Montour Falls Memorial Library

Meeting: Wednesday, February 28th, 2024

Circulation, Operations, & Programming Statistics	January 2024	December 2023
Digital Collection Circ	233	136
Physical Circ	571	607
TOTAL PHYSICAL + DIGITAL CIRC	804	743
Patrons/Library Visits	553	537
Visitors/Tourists	26	2
Volunteer Hours	91.5	47
Computer & Printing	42	53
Children's Programs	6 Storytimes 38 total	Storytime (6) 35 total
Adult Program Attendance	2 Bookbinding 13 total	Write Your Story (2) 8 total
		Book Binding Workshop (1 out of 3) 4 total

- Tax Levy - NYS Comptroller adjusted amount \$177,580 submitted with guidance from STLS. Original was \$176,514. Growth rate difference, adjustments, and exclusions. 3.62% increase. Did not take carry over amounts of \$853 or \$2,000 but we should next year.
- Meeting with OMCS Superintendent and admin staff on Thursday, February 1st
- Tax Levy - NYS Comptroller adjusted amount \$177,580 submitted with guidance from STLS. Original was \$176,514. Growth rate difference, adjustments, and exclusions. 3.62% increase. Did not take carry over amounts of \$853 or \$2,000 but we should next year
- Working with Cornell Cooperative Extension to replant the space between the Library and the Village.
- Fire Alarms were tested on 2/6 and heat detectors were replaced on 2/22 (attic, kitchen).
- Please submit sexual harassment training documents to Jess or Jen. Schedule training as needed.
- WETM TV wrote an article about our January Taylor Swift Program. Their post on their Facebook page had high engagement and mostly positive feedback. Our posts to our own social media plus direct patron feedback has been 100% positive. Great job to Hannah for creating this ongoing program!

Meetings, Trainings, & Committees

- Jess and Hannah went to Albany for Library Advocacy Day on February 7th with colleagues from STLS and other member libraries on a 7-hour bus trip. We spent time with library advocates from across New York State in The Well for the Library Advocacy Day Rally, listened to members of the Assembly and Senate speak openly about their support for libraries and we met with three legislators and two staffers representing the Southern Tier Library System. Long day but fun!
- Met with Schuyler County Historical Society. Discussed program collaborations; will meet with Heather to assess basement and plan for the vault project; Heather shared SCHS research request form so we have it available to patrons to assist with submissions. Ours needs to be revised.
- Carl Blowers on Monday, January 29th. Encouraged to apply for Early Literacy funding by the first week of October but cannot make any guarantees. I suggest another meeting again and include trustees.

- Fostering Access, Rights, and Equity (FARE) for Women Workers in NYS; Genrefying Your Library by Alec Staley; Halco, Village of Montour Falls Board Meeting; 2024 Advocacy Day Kickoff; Sustainable Montour Falls; Etched in Stone: Lessons from Recipes Found on Gravestones
- Met with OMCS Interim Superintendent and Admin Team. Great meeting! Looking forward to revitalizing our relationship with the school, students, and faculty.
- DAC:
 - ◇ System-wide patron purge of 30k inactive patrons.
 - ◇ Ingram accepted our proposal of 43% discount and no MARC record fees
 - ◇ Civic Season - nationwide celebration spanning Juneteenth to July 4th that encourages historically informed civic engagement by the inheritors of our democracy
 - ◇ Policy Development Retreat on Tuesday, March 12 at Almond Library

Partnerships & Collaborations; Space Use

- Cornell Cooperative Extension – Parent Educator; Illuminated Press

Grants

- Construction Aid - \$53,813; Phase 1 is complete. Phase 2 pending. June 2024.
- ARTS Council 2023 NYSCA SCR Round 2 Community Arts Grant (\$1650) – LGBTQIA+ Art Show w/ Emily Smith. To be completed by June/July 2024

Patron Update

- Patron request for Friday and Saturday evening hours

Upcoming Programs / Services

- Storytimes - Tuesdays & Fridays at 10am
- Game Night – Thursdays, 4-6pm
- Yoga - Thursdays at 6:15pm
- First Fridays on Main St in conjunction with Main Street businesses through May, 5-8pm
- Art Workshop with Cynthia Cratsley – March 2nd, March 16th, March 30th at 11:30pm
- Monthly Spotlight on Parenting w/ Paula CCE Schuyler – March 2nd at 12pm
- Songbirds & Swifties – Last Mondays at 5pm

Respectfully submitted by Jessica Westlake • February 24th , 2024