

Montour Falls Library  
Board Meeting Agenda  
April 24th, 2024 – 3pm

- Approval of Minutes
- Public Expression
- Treasurer's Report
- President's Report
- Committee Reports
  - Building & Grounds Committee
  - Finance Committee
  - Fundraising/Grants/Community Relations Committee
  - Historical Records & Artifacts Committee
  - Personnel/Nominating/Policies Committee
- Director's Report
  - Patron Laptop
  - Halco/Construction Aid
  - Village
  - New Hire
  - Schuyler County Historical Society/Vault Project
  - Research Requests
  - Summer Learning Program Plans & Funding
  - Open House & Tax Cap Vote
- Adjournment





## Montour Falls Memorial Library Board of Trustees

### Meeting Minutes

Meeting held Wednesday, April 24, 2024

Report for March 2024

**Trustees present:** Jen Fisher, Elaine Dalrymple, Noah Bump, Bruce Boughton, Phil Cherry

**Others Present:** Jess Westlake

**Trustees absent:** Sam Sharma

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

**Minutes** – Minutes from the March 2024 meeting were reviewed and approved. Motion: Bruce;  
2<sup>nd</sup>: Noah. Motion passed unanimously.

**Treasurer's Report** – Bruce presented the treasurers' report for March 2024, noting that the report reflects normal activity overall. The Visions account funds have all been transferred over to Chemung Canal and a new Chemung savings account has been opened. Motion made by Elaine to accept the report. Noah 2<sup>nd</sup>. Motion passed unanimously.

**President's Report** - Jen provided a written report which is attached hereto. Concerning potential new Board members, Bruce asked what skill set might be advantageous to the Library, such as someone with a legal background. Jess chimed in that she was looking at several new possibilities.

### **Committee Reports**

- Buildings and Grounds - Did not meet, however Phil and Jes briefed the board on several issues with the building, such as the lack of electrical outlets (and illegal or malfunctioning outlets), needed brick work on the exterior, front railings, side decking, etc....) and our idea to meet with the Village to see here they can be helpful. The group agreed that getting an electrical assessment was needed and Jess was given contact info for two firms. Jess informed the group that she and Phil would be meeting with the Village to discuss other grant opportunities through the Historical Preservation program.
- Finance - Did not meet during this reporting period.
- Fundraising/Grants/Community Relations – Did not meet during this reporting period.
- Historical Records and Artifacts - Did not meet, however Jess updated the group on the Vault" project that will start soon, with the assistance of the Historical Society
- Personnel/Nominating/Policies – Did not meet during this reporting period.

### **Director's Report** –

Jess shared her written report with the group. She then elaborated on several items as follows:

- She informed us of the Insero bill and how it was going to be lowered to \$2200 and that future costs have been budgeted for.
- Jess shared some concern about doing Historical record searches while the Vault project was progressing. The group urged her to wait until after the Open house to make any changes to historical searches.
- Jess briefly discussed the new Justice Center on main street in Montour Falls and what a great resource it provides for members of the community. The library will be partnering with them then as we are able to support their mission.
- Jess noted how the new rearrangement of furniture in the main area has been very well received by patrons.
- Jess informed the Board that a patron laptop computer was taken from the library on March 28, She has made some effort to contact the suspected patron but to no avail. The Board urged Jess to contact the patron a second time, and if no response is received to report the incident to the police. Relatedly, Jess informed the Board that the Library has received a \$1700 grant for library technology, which will help us buy a new desktop unit.

- The open House date has been changed to May 17, 2024, 5-7 PM

**Public Expression** – None present.

**Adjournment** – Motion: Bruce; 2<sup>nd</sup>: Phil. Motion passed unanimously at 3:44 PM.

**Next Meeting** – Wednesday, May 22, 2024, at 4:12 PM.

*Minutes respectfully submitted by Phil Cherry*

# Montour Falls Memorial Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - April, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Tax Money		178,433.00	-178,433.00
4010 Copying/Printing	108.00	200.00	-92.00
4100 Fundraising			
4102 Donations - General	1,249.00		1,249.00
4104 Fundraising Other		23,250.00	-23,250.00
<b>Total 4100 Fundraising</b>	<b>1,249.00</b>	<b>23,250.00</b>	<b>-22,001.00</b>
4300 STLS Service Aid		1,500.00	-1,500.00
4500 Interest	607.04	2,000.00	-1,392.96
4525 Dividends	333.75		333.75
4602 Anagnost - Summer Learning Program	1,000.00		1,000.00
<b>Total Revenue</b>	<b>\$3,297.79</b>	<b>\$205,383.00</b>	<b>\$ -202,085.21</b>
GROSS PROFIT	<b>\$3,297.79</b>	<b>\$205,383.00</b>	<b>\$ -202,085.21</b>
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	16,250.00	133,740.00	-117,490.00
5030 Library Assistant - Gen	11,376.00		11,376.00
<b>Total 5000 Payroll Exp - General</b>	<b>27,626.00</b>	<b>133,740.00</b>	<b>-106,114.00</b>
5100 Payroll Exp - Early Lit			
5130 Library Assistant - Chil	864.00		864.00
<b>Total 5100 Payroll Exp - Early Lit</b>	<b>864.00</b>		<b>864.00</b>
5200 Payroll Taxes			
5210 Payroll Taxes General		9,724.00	-9,724.00
5211 Social Security - Genera	1,766.38		1,766.38
5212 Medicare General	413.11		413.11
5213 NYS Unemployment Tax - General	500.99		500.99
5214 NYS Re-employment Tax - General	18.55		18.55
<b>Total 5210 Payroll Taxes General</b>	<b>2,699.03</b>	<b>9,724.00</b>	<b>-7,024.97</b>
<b>Total 5200 Payroll Taxes</b>	<b>2,699.03</b>	<b>9,724.00</b>	<b>-7,024.97</b>
6000 Employee Expense	1,544.65	4,990.00	-3,445.35
6100 Collections		18,000.00	-18,000.00
6110 Print Material General	4,380.73		4,380.73
6130 Electronic Materials Gen	247.48		247.48
<b>Total 6100 Collections</b>	<b>4,628.21</b>	<b>18,000.00</b>	<b>-13,371.79</b>
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	1,119.83	4,500.00	-3,380.17
6230 Insurance -General		2,100.00	-2,100.00
6240 Other	43.74	2,500.00	-2,456.26
<b>Total 6200 Operations &amp; Maint.</b>	<b>1,163.57</b>	<b>10,100.00</b>	<b>-8,936.43</b>
6300 Office Supplies	174.39	3,000.00	-2,825.61
6300.02 Paper	53.09		53.09



# Montour Falls Memorial Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - April, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6300.03 Other	504.66		504.66
<b>Total 6300 Office Supplies</b>	<b>732.14</b>	<b>3,000.00</b>	<b>-2,267.86</b>
6325 Cleaning	990.00		990.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	703.59	150.00	553.59
<b>Total 6325 Cleaning</b>	<b>1,693.59</b>	<b>4,830.00</b>	<b>-3,136.41</b>
6400 Telecom/Internet/Phone	478.66	1,704.00	-1,225.34
6500 Postage/Shipping	11.99	500.00	-488.01
6600 Accounting Fees			
6601 Bookkeeper	847.50	2,500.00	-1,652.50
6602 Tax Preparation Fee	2,200.00	2,500.00	-300.00
<b>Total 6600 Accounting Fees</b>	<b>3,047.50</b>	<b>5,000.00</b>	<b>-1,952.50</b>
6700 Equipment		1,500.00	-1,500.00
6800 Technology/Software	403.68	2,582.00	-2,178.32
6900 Program Expenses			
6910 Program Exp - General	1,235.19	3,000.00	-1,764.81
6920 Program Exp- Early Lit	100.00		100.00
<b>Total 6900 Program Expenses</b>	<b>1,335.19</b>	<b>3,000.00</b>	<b>-1,664.81</b>
7000 Continuing Ed/Seminars		2,000.00	-2,000.00
7100 Publicity/Advertising		600.00	-600.00
7200 Dues & Subscriptions	350.00	750.00	-400.00
7300 Cost Share STLS	3,782.00	4,000.00	-218.00
<b>Total Expenditures</b>	<b>\$50,360.21</b>	<b>\$206,020.00</b>	<b>\$-155,659.79</b>
<b>NET OPERATING REVENUE</b>	<b>\$-47,062.42</b>	<b>\$-637.00</b>	<b>\$-46,425.42</b>
<b>NET REVENUE</b>	<b>\$-47,062.42</b>	<b>\$-637.00</b>	<b>\$-46,425.42</b>

# Montour Falls Memorial Library

## Statement of Financial Position

As of April 30, 2024

	TOTAL		
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	14,860.59	176,982.83	-162,122.24
1002 C. Lee Book Fund - LPL Financia	0.00	1,719.24	-1,719.24
1003 Visions Checking Account	0.00	110.50	-110.50
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,846.75	-15,846.75
1005 Visions Saving Account	0.00	1,022.14	-1,022.14
1006 Petty Cash	100.00		100.00
1007 CCTC Now Account	218,326.78		218,326.78
<b>Total 1000 Cash</b>	<b>233,287.37</b>	<b>195,681.46</b>	<b>37,605.91</b>
<b>Total Bank Accounts</b>	<b>\$233,287.37</b>	<b>\$195,681.46</b>	<b>\$37,605.91</b>
<b>Total Current Assets</b>	<b>\$233,287.37</b>	<b>\$195,681.46</b>	<b>\$37,605.91</b>
<b>TOTAL ASSETS</b>	<b>\$233,287.37</b>	<b>\$195,681.46</b>	<b>\$37,605.91</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	2,431.55	1,286.75	1,144.80
<b>Total Accounts Payable</b>	<b>\$2,431.55</b>	<b>\$1,286.75</b>	<b>\$1,144.80</b>
Credit Cards			
2010 CCTC - Credit Card	690.81	-16.92	707.73
<b>Total Credit Cards</b>	<b>\$690.81</b>	<b>\$-16.92</b>	<b>\$707.73</b>
Other Current Liabilities			
2020 Mini Outreach Grant	900.00	900.00	0.00
2035 Restricted Grants			
2035.07 Havana Art Series - 2022	22.14	22.14	0.00
<b>Total 2035 Restricted Grants</b>	<b>22.14</b>	<b>22.14</b>	<b>0.00</b>
2040 Payroll Liabilities			
2040.01 Federal Withholding	28,490.18	13,655.38	14,834.80
2040.02 Social Security	-34,281.19	-22,258.23	-12,022.96
2040.03 Medicare	4,905.84	7,717.68	-2,811.84
2040.04 NYS Withholding	211.40	251.96	-40.56
2040.05 NYS Unemployment Tax	260.63	944.39	-683.76
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
<b>Total 2040 Payroll Liabilities</b>	<b>-319.89</b>	<b>404.43</b>	<b>-724.32</b>
<b>Total Other Current Liabilities</b>	<b>\$602.25</b>	<b>\$1,326.57</b>	<b>\$-724.32</b>
<b>Total Current Liabilities</b>	<b>\$3,724.61</b>	<b>\$2,596.40</b>	<b>\$1,128.21</b>

# Montour Falls Memorial Library

## Statement of Financial Position

As of April 30, 2024

	TOTAL		
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE
<b>Total Liabilities</b>	<b>\$3,724.61</b>	<b>\$2,596.40</b>	<b>\$1,128.21</b>
Equity			
3001 Opening Balance Equity Account	213,267.20	213,267.20	0.00
3002 Retained Earnings	63,357.98	33,922.70	29,435.28
Net Revenue	-47,062.42	-54,104.84	7,042.42
<b>Total Equity</b>	<b>\$229,562.76</b>	<b>\$193,085.06</b>	<b>\$36,477.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$233,287.37</b>	<b>\$195,681.46</b>	<b>\$37,605.91</b>



# Montour Falls Memorial Library

## Statement of Activity

April 2024

	TOTAL
Revenue	
4010 Copying/Printing	108.00
4100 Fundraising	
4102 Donations - General	602.00
<b>Total 4100 Fundraising</b>	<b>602.00</b>
4500 Interest	143.46
4525 Dividends	333.75
4602 Anagnost - Summer Learning Program	1,000.00
<b>Total Revenue</b>	<b>\$2,187.21</b>
GROSS PROFIT	<b>\$2,187.21</b>
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	4,000.00
5030 Library Assistant - Gen	2,151.00
<b>Total 5000 Payroll Exp - General</b>	<b>6,151.00</b>
5100 Payroll Exp - Early Lit	
5130 Library Assistant - Chil	864.00
<b>Total 5100 Payroll Exp - Early Lit</b>	<b>864.00</b>
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	434.93
5212 Medicare General	101.72
5213 NYS Unemployment Tax - General	66.12
5214 NYS Re-employment Tax - General	2.45
<b>Total 5210 Payroll Taxes General</b>	<b>605.22</b>
Payroll Taxes General Li	0.01
<b>Total 5200 Payroll Taxes</b>	<b>605.23</b>
6100 Collections	
6110 Print Material General	858.67
6130 Electronic Materials Gen	147.68
<b>Total 6100 Collections</b>	<b>1,006.35</b>
6200 Operations & Maint.	
6220 Utilities	142.72
<b>Total 6200 Operations &amp; Maint.</b>	<b>142.72</b>
6300 Office Supplies	26.59
6300.02 Paper	53.09
6300.03 Other	214.61
<b>Total 6300 Office Supplies</b>	<b>294.29</b>

# Montour Falls Memorial Library

## Statement of Activity

April 2024

	TOTAL
6325 Cleaning	
6325.02 Supplies	129.64
<b>Total 6325 Cleaning</b>	<b>129.64</b>
6400 Telecom/Internet/Phone	311.38
6600 Accounting Fees	
6601 Bookkeeper	195.00
6602 Tax Preparation Fee	2,200.00
<b>Total 6600 Accounting Fees</b>	<b>2,395.00</b>
6800 Technology/Software	74.52
6900 Program Expenses	
6910 Program Exp - General	39.95
<b>Total 6900 Program Expenses</b>	<b>39.95</b>
7200 Dues & Subscriptions	350.00
<b>Total Expenditures</b>	<b>\$12,364.08</b>
NET OPERATING REVENUE	<b>\$-10,176.87</b>
NET REVENUE	<b>\$-10,176.87</b>

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

Meeting: Wednesday, May 22nd, 2024, at 3pm

Circulation	April 2024	March 2024
Digital Collection Circ	163	169
Physical Circ	631	721
<b>TOTAL CIRC</b>	<b>794</b>	<b>890</b>
Operations		
Patrons/Library Visits	854	899
Visitors/Tourists	89	66
Volunteer Hours	149.25	67.5
Computer Use	54	78
Printing/Copies	25	13
Meeting Space Non-Library	38	31
Wireless Use (Unique Users)	50	48
New User Registration	6	18
Holds Placed	36	58
Holds Received	62	116
Holds Filled	154	206
Website Unique Visitors	298	236
Programs & Events		
Early Literacy Programs (number of sessions), Attendance total 10 onsite 1 Offsite	Storytime (8), 79 total HeadStart Storytime (3), 16 total Corning Science & Discovery Center (1) 10 total CCE Parent Educator (1), 10 total	Storytime (5), 45 total HeadStart Storytime (3); 51 Lisa Fernandez (1); 19 total Dental Care Storytime with Schuyler County Public Health (1); 18 total
Youth Programs (6-12) 1 onsite, 8 total	Read to a Dog w/ Green Jeans (1), 8	
Adult Programs Attendance		Art Workshops w/ Cynthia (3), 37 total NYS Unclaimed Funds w/ Comptroller (3), 10 total OMCS Breakfast Meet & Greet (1), 30 total
General Interest 5 onsite, 155 total	First Fridays (1), 60 Plan Your Garden w/ CCE (2), 13 Art Workshop – Baskets (1), 17 Tanglewood Amazing Animals (1), 50	Monthly Spotlight on Parenting w/ CCE – Paula (2), 45 total Game Night (4), 11 total



	Songbirds & Swifties (1), 12	
In-House Outreach (1), 10 total		Sustainable Montour Falls: Climate Vulnerability Assessment (1) CCE Parent Educator Paula (1), 10

#### **Operations / Internal Projects / Facility**

- Library hours: Monday 10am –5pm, Tuesday/Thursday/Friday 10am – 6pm, Saturday 11am – 2pm. Closed Sunday & Wednesday.
- Closed June 14 for STLS Continuing Education Day at Corning Radisson
- Closed 5/12 at 1pm through 5/14 due to issues with sewer pipe that runs underground on the outside of the building. Noticed a leak on the north basement wall to the right of the cellar door. Village of Montour Falls Department of Public Works replaced the pipe on 5/14. The natural settling of the concrete enclosure to the cellar door crushed the pipe.
- Hired one full-time Library Clerk and one part-time Library Clerk. Started 5/2
- Insero check mailed.
- Schuyler County Historical Society 5/8. Organizing files cabinets to locate any documents relevant to artifacts and vault contents.
- Onboarding new staff and determining projects, programs, responsibilities.
- \$4.252M increase in State Library Aid, a \$10M increase in Library Construction Aid, and a new \$3M allocation for the continuation of NOVELny

#### **Meetings, Trainings, and Committees**

- Montour Falls Harvest Festival Committee – volunteers, advertising, entertainment.
- Village of Montour Falls Board Meeting 4/18 & 5/2
- Village of Montour Falls meeting about NYS Historic Preservation Grant 4/25 (Jess & Phil). Working with Amanda Rodriguez DeMaria. Next meeting 6/12
- Demystifying Misinformation 4/10
- Schuyler County CHIP 4/11
- STLS Director's Advisory Council Strategic Planning Committee 4/15
- Schuyler County Human Services Committee 4/17
- STLS Director Evaluations Workshop 4/18
- Schuyler Director's Meeting 4/23
- Schuyler Youth Bureau 4/29
- M365 STLS Office hours 5/1
- STLS Construction Aid Workshop 5/2
- First Fridays on Main 5/7
- Early Childhood Coalition 5/9
- Understanding Addiction 5/9
- Foundation for Southern Tier Libraries Annual Meeting @ STLS 5/9
- Your Library & STARQuest 5/22



### **Partnerships & Collaborations**

- Cornell Cooperative Extension – Parent Educator; Main Street Businesses for First Friday on Main overseen by Althea's and Diversion Brewing
- Schuyler Libraries – Summer Learning, Civic Season, Pride Month, Odessa Community Days
- Schuyler County Youth Bureau

### **Grants & Funding**

- Accepted Foundation for Southern Tier Libraries Grant for patron computer 5/9 \$1700
- Construction Aid - \$53,813; Phase 1 is complete. Phase 2 pending.
- ARTS Council 2023 NYSCA SCR Round 2 Community Arts Grant (\$1650) – LGBTQIA+ Art Show w/ Emily Smith. To be completed by June/July 2024.
- Anagnost Family - Summer Learning Program
- STLS Scholarship to Women's Empowerment Conference 5/21 At Corning Community College presented by SUNY CCC Workforce
- Georgia and Mark Taylor Fund at the Community Foundation - \$500 unrestricted

### **Upcoming Programs & Events**

- Storytimes - Tuesdays & Fridays at 10am; Corning Science & Discovery Center last Fridays through May/June
- Game Night – Thursdays, 4-6pm
- Read to a Dog – First Mondays, 2:30-4:30pm
- First Fridays on Main St in collaboration with Main Street businesses – 6/7
- Art Workshop with Cynthia Cratsley – Falls Sketching 6/1 and Falls Painting 6/15
- Songbirds & Swifties – Last Monday at 5pm. All ages. 5/20 in May due to Memorial Day
- History Walks with Gary Emerson - 6/1 at 10am. Other dates are 11am.
- Tax Levy Vote, OMCS Budget Vote and Board Election – 5/21, 12pm-8pm at Hanlon Elementary School; District Office entrance
- June 6-8 Book Sale
- Alzheimer's Association – Understanding & Responding to Dementia Related Behavior 6/21 at 1pm
- Fantasy Book Club Meet & Greet 6/22 at 6pm
- Summer Learning Program details TBA

### **Services & Resources**

- Computer use; Printing/copies \$0.25 per side; scan to email is free
- Compost drop spot; purple bin located outside. Recycling and shredding bins located at Circ desk for in-house use.
- Med-Project envelopes, COVID test kits and masks are available
- Library cards from any member library in the Southern Tier Library System work at any STLS library. You can return or pick up items from any location.

- Use STARCat to browse the collection online, place holds, renew, update cardholder information, and more.
- Libby, our free app for digital content (eBooks, audiobooks, magazines) is free to download and use. Patrons can add STLS, OWWL (Ontario, Wayne, Wyoming, Livingston Counties), and Finger Lakes Library Systems to their Libby account. This allows access to more titles. Data or Wi-Fi is not needed once a title is borrowed.
- Job Now and Peterson's Test Prep
- Tech support and meeting space are available by reservation.

Respectfully submitted by Jessica Westlake • May 22, 2024