

Montour Falls Library
Board Meeting Agenda
March 27th, 2024 – 3pm

- Approval of Minutes
- Treasurer's Report
- President's Report
 - Possible Replacement Board Member
- Director's Report
 - Updated Library Clerk Description & Hiring
 - Updated Open Hours
- 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 Board of Trustees

Meeting Minutes

Meeting held Wednesday, February 28, 2024

Report for January 2024

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

Others Present: Jess Westlake

Trustees absent:

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

Minutes – Minutes from the December 2023 meeting were reviewed and approved. Motion: Bruce; 2nd: Noah. Motion passed unanimously. It was noted that the January 2024 meeting of the Board was cancelled due to a lack of quorum, which is why we were approving the December 2023 minutes at this meeting.

Executive Session - Jen asked for a motion to enter into Executive session to discuss the appointment status of a Trustee. Bruce motioned, Sam 2nd. Motion passed unanimously.

Trustee Action following Executive Session – Jen asked for a motion to vote upon the appointment status of a library trustee. The proposed and requested motion is to remove Katie Sirrine from their appointed position of the library Board for missing five meetings in 2023 without an excuse accepted as satisfactory by the Trustees. Motion: Bruce; 2nd: Sam. Motion passed unanimously.

Annual Report – Jess presented the annual report and briefly discussed the changes made following several trustee's earlier comments. Phil motioned to accept the annual report. Bruce 2nd. Motion passed unanimously.

Treasurer's Report – Bruce presented the treasurers report for January 2024. Following brief discussions concerning the budget and funding for the children's program, Sam motioned to approve the report as presented, Elaine 2nd. Motion passed unanimously.

Halco Funding/Capital campaign – Bruce relayed that he had met with Jeff and Jess and that we are about \$27,000 short of funds to pay for the HVAC improvements and weatherization work in the kid's room recommended by Halco. The group discussed the timing of the STLS Construction grant, the need to conduct a fundraising effort and the likelihood of the Village helping with funds from their carbon reduction efforts and the possibility of a state grant. Given that the Village grant might be a year away, and the construction grant deadline is June of 2024, the group decided to seek an extension of our construction grant from the State and to simultaneously start a fundraising effort and seeking help from the Village. Jess agreed to file the extension, Noah agreed to pull the fundraising committee together and Jen and Jess would continue discussions with the Village, perhaps at their next meeting March 7. No Motion was made.

Vision's/Chemung Canal accounts – The group discussed the different interest rates paid by the two banks (Chemung Canal = ~2.0%; Visions = 0.85%) and some logistical benefits of going with Chemung Canal. Phil motioned moving our funds to Chemung Canal, Noah 2nd. Motion passed 5-0 with one abstention (Bruce).

There was further discussion on bank accounts and the need to designate signature authority for Chemung Canal (or any of our bank accounts). Sam motioned that the Treasurer (Bruce), President (Jen) and Executive Director (Jess) all be granted authority. Noah seconded the motion. Motion passed unanimously.

Presidents Report – Tax Levy Letter - After discussion with Brian Hildreth at STLS and the NYS Comptroller's office, it was determined that the actual tax increase was actually 3.62% (\$177,580, not \$176,514), due to certain growth rate differences, adjustments and exclusions identified by the Comptroller. The group then discussed the need for a publicity

plan to be conducted in the April timeframe to help the community understand the value the library brings to the community and to justify the tax increase in advance of the school district vote later this year. Bruce motioned in favor of the plan and timing, Noah 2nd. Motion passed unanimously.

Jen asked the Trustees to consider others from the community that might like to serve as Trustee for the library moving forward. We have at least one slot to fill.

Director's Report –

- Jess described her efforts at updating the job description for Clerk positions and outlined her plan to hire perhaps two people to fill one 32-hour slot – to promote flexibility on covering shifts and staff needs. She hopes to be hiring in April after the personnel committee reviews the new job spec in a few weeks.
- Jess also discussed her goal of replacing the tile floors in much of the “back of house” (JUV, kids, meeting room, office, server room, etc.) and her hope that the Village might be willing to pay for it and/or do the work.
- Jess also discussed the recent use of our rooms for community and/or personal meetings and the need to prearrange the use of any of our rooms if they are to be used exclusively by patrons for confidential or private meetings (thereby taking the rooms “out of circulation”).

Committee Confirmations - Jen reviewed the committee members and chairs as follows:

- Buildings and Grounds - Phil (Chair), Jess and Jen. We also discussed inviting Dean or someone from the Village to join this committee.
- Finance - Bruce (Chair), Sam, Jess, Jen
- Fundraising/Grants/Community Relations - Noah (Chair), Jen, Phil,
- Historical Records and Artifacts - Elaine (Chair), Noah, Jen
- Personnel/Nominating/Policies - Jen (Chair), Sam, Noah, Elaine

Public Expression – None present.

Adjournment – Motion: Noah; 2nd : Sam. Motion passed unanimously at 4:22PM. The group then reconvened for a training session led by Brian Hildreth

Next Meeting – Wednesday, March 27 at 3:00 PM.

Minutes respectfully submitted by Phil Cherry

Montour Falls Memorial Library

Statement of Financial Position

As of February 29, 2024

	TOTAL		
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	19,745.45	178,465.78	-158,720.33
1002 C. Lee Book Fund - LPL Financia	0.00	1,640.83	-1,640.83
1003 Visions Checking Account	94.88	109.37	-14.49
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,800.47	-15,800.47
1005 Visions Saving Account	231,292.27	28,012.27	203,280.00
1006 Petty Cash	100.00		100.00
Total 1000 Cash	251,232.60	224,028.72	27,203.88
Total Bank Accounts	\$251,232.60	\$224,028.72	\$27,203.88
Total Current Assets	\$251,232.60	\$224,028.72	\$27,203.88
TOTAL ASSETS	\$251,232.60	\$224,028.72	\$27,203.88
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	0.00	332.00	-332.00
Total Accounts Payable	\$0.00	\$332.00	\$-332.00
Credit Cards			
2010 CCTC - Credit Card	753.30	936.06	-182.76
Total Credit Cards	\$753.30	\$936.06	\$-182.76
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
Total 2035 Restricted Grants	22.14	22.14	0.00
2040 Payroll Liabilities			
2040.01 Federal Withholding	26,365.48	12,156.76	14,208.72
2040.02 Social Security	-32,559.21	-19,497.46	-13,061.75
2040.03 Medicare	5,308.56	7,460.74	-2,152.18
2040.04 NYS Withholding	454.32	517.22	-62.90
2040.05 NYS Unemployment Tax	498.73	576.82	-78.09
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	161.13	1,307.33	-1,146.20
Total Other Current Liabilities	\$1,083.27	\$2,229.47	\$-1,146.20
Total Current Liabilities	\$1,836.57	\$3,497.53	\$-1,660.96
Total Liabilities	\$1,836.57	\$3,497.53	\$-1,660.96

Montour Falls Memorial Library

Statement of Financial Position

As of February 29, 2024

	TOTAL		
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)	CHANGE
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	-27,229.15	-26,658.71	-570.44
Total Equity	\$249,396.03	\$220,531.19	\$28,864.84
TOTAL LIABILITIES AND EQUITY	\$251,232.60	\$224,028.72	\$27,203.88

Montour Falls Memorial Library

Statement of Activity

February 2024

	TOTAL
Revenue	
4100 Fundraising	
4102 Donations - General	110.00
Total 4100 Fundraising	110.00
Total Revenue	\$110.00
GROSS PROFIT	\$110.00
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	4,375.00
5030 Library Assistant - Gen	3,150.00
Total 5000 Payroll Exp - General	7,525.00
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	466.55
5212 Medicare General	109.12
5213 NYS Unemployment Tax - General	152.38
5214 NYS Re-employment Tax - General	5.65
Total 5210 Payroll Taxes General	733.70
Payroll Taxes General Li	0.00
Total 5200 Payroll Taxes	733.70
6000 Employee Expense	426.65
6100 Collections	
6110 Print Material General	799.50
Total 6100 Collections	799.50
6200 Operations & Maint.	
6220 Utilities	171.54
Total 6200 Operations & Maint.	171.54
6300 Office Supplies	26.60
6300.03 Other	110.23
Total 6300 Office Supplies	136.83
6325 Cleaning	360.00
6325.02 Supplies	1.06
Total 6325 Cleaning	361.06
6400 Telecom/Internet/Phone	55.76
6600 Accounting Fees	
6601 Bookkeeper	240.00
Total 6600 Accounting Fees	240.00

Montour Falls Memorial Library

Statement of Activity

February 2024

	TOTAL
6800 Technology/Software	8.40
6900 Program Expenses	
6910 Program Exp - General	1,000.00
6920 Program Exp- Early Lit	100.00
Total 6900 Program Expenses	1,100.00
Total Expenditures	\$11,558.44
NET OPERATING REVENUE	\$-11,448.44
NET REVENUE	\$-11,448.44

Montour Falls Memorial Library

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

January - February, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
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	2,173.51		2,173.51
Total 6100 Collections	2,173.51	18,000.00	-15,826.49
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	121.20	3,000.00	-2,878.80
6300.03 Other	187.42		187.42
Total 6300 Office Supplies	308.62	3,000.00	-2,691.38
6325 Cleaning	630.00		630.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	552.89	150.00	402.89

Montour Falls Memorial Library

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

January - February, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 6325 Cleaning	1,182.89	4,830.00	-3,647.11
6400 Telecom/Internet/Phone	111.52	1,704.00	-1,592.48
6500 Postage/Shipping	11.99	500.00	-488.01
6600 Accounting Fees			
6601 Bookkeeper	420.00	2,500.00	-2,080.00
6602 Tax Preparation Fee		2,500.00	-2,500.00
Total 6600 Accounting Fees	420.00	5,000.00	-4,580.00
6700 Equipment		1,500.00	-1,500.00
6800 Technology/Software	153.12	2,582.00	-2,428.88
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	\$27,923.56	\$206,020.00	\$-178,096.44
NET OPERATING REVENUE	\$-27,229.15	\$-637.00	\$-26,592.15
NET REVENUE	\$-27,229.15	\$-637.00	\$-26,592.15

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

Meeting: Wednesday, March 27th, 2024, at 3pm

Circulation, Operations, & Programming Statistics	February 2024	January 2024
Digital Collection Circ	207	233
Physical Circ	674	571
TOTAL PHYSICAL + DIGITAL CIRC	881	804
Patrons/Library Visits	688	553
Visitors/Tourists	32	26
Volunteer Hours	70.5	91.5
Computer & Printing	44	42
Meeting Space Non-Library	18	14
Early Literacy Programs (number of sessions) Attendance 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	Storytime (6); 35 total
Adult Program Attendance	Art Workshop w/ Cynthia: Polymer Clay Beads (1); 8 total Yoga (5); 30	Write Your Story (2) 8 total
General Interest	First Fridays on Main-Collab with Main St Businesses & Silverfox Farm (1) 65	
In-House Outreach	<ul style="list-style-type: none"> • Sustainable Montour Falls: Climate Vulnerability Assessment • CCE Parent Educator Paula Goodrich • Schuyler Public Health 	

- Annual Report (AR) submitted on 3/1. Updates made to Annual Report
- ✓ Section 11 Operating Funds Receipts, Q 11.18 Other Receipts \$4,164. Moving forward, put any difference under 5k in Q11.18.
- ✓ Edits to Section 12 Q13.4 modified to 0; Q14.1 Construction Aid amount removed and changed to 0 because it was already counted in a previous section; balance was off by \$4,164
- Annual Report - Bylaws need to state the number of voting positions. 10 voting positions have been submitted in the AR past but need to be stated in bylaws. Current bylaws do not mention voting positions, only the range of trustees. It is unclear where 10 is coming from. Looks like 9 was reported 2017; and 5-25 was reported in 2015-2010; 6 was reported in 2008-2009. Bylaws edits have started.
- DR Report: board input on reporting month vs. to-date.
- Library hours update. Temporary hours starting April 1st through June. Summer hours begin July 1.
- Potential funding for Halco is being investigated.
- Director's Advisory Council (DAC) at Steele Memorial Library on March 27th at 9am
- Attended Odessa Montour Central School (OMCS) Conference Day 3/18.
- Computer Use & Printing will be separate stats starting 4/1 per Annual Report.

- Preparing for new hire, rearranging of space and collection, Summer Learning Program (SLP), spring cleaning, capital campaign (pending input from STLs), onboarding new volunteers, hotspot agreement and loan period revamp, etc.
- Applying to be a site for the Summer Youth Employment Program

Library Clerk

The Library Clerk works directly with patrons, visitors, and staff. They are responsible for front desk circulation, opening/closing duties, maintenance of library materials, and provide excellent patron support. The Library Clerk reports to the Library Director and assists with routine tasks that contribute to the day-to-day operation of the library including programs, services, and special events. The Library Clerk is familiar with the Policy & Procedures Manual. This position requires lifting, pushing, and pulling 25lbs or more.

Clerical Duties including but not limited to:

- Reader advisory utilizing SirsiDynix WorkFlows and STARCcat; familiarity with the collection, programs, services, visitor information, and resources.
- Collection maintenance and development; may include cataloging.
- Circulation tasks: checkouts, discharges, processing holds and transit, new user registration and user profile maintenance; answering the phone, registering patrons for programs, receiving packages, etc.
- Process item and monetary donations.
- Track and enter daily stats and other reports as assigned.

Technology Support including but not limited to:

- Assist patrons with internet access and navigation.
- Computer and printing assistance and maintenance as needed.
- Troubleshoot technological issues for patrons and staff.
- Be familiar with and assist patrons with STARCcat, Libby, and additional digital resources.
- Microsoft Outlook, Word, Excel. May use Canva, WordPress, social media as assigned.

Professional Development:

- Participates in professional development as assigned to maintain knowledge related to library services.

Volunteer Support:

- Oversees the volunteers with guidance from the Library Director.
- Assists with the creation, planning, and assigning of volunteer tasks, projects, and scheduling.
- Provides training, guidance, and support to volunteers.

Revised mm/dd/yyyy

