

Montour Falls Library

Board Meeting Agenda

June 26, 2024 at 3pm

- Review & Approval of Minutes

- Treasurer's Report

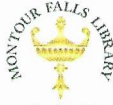
- President's Report

- Committee Reports
 - Building & Grounds Committee
 - Finance Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee

- Director's Report
 - Construction Aid - Intent to Apply, Phase 2
 - Building & Grounds – Furnace
 - Comprehensive Plan
 - Book Sale
 - Insero
 - STARQuest
 - Early Literacy

- Public Expression

- Adjournment



Montour Falls Memorial Library Board of Trustees

Meeting Minutes

Meeting held Wednesday, May 22, 2024

Report for June 2024

(DRAFT +Elaine and Jess 5/31)

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

Others Present: Jess Westlake Director

Trustees absent: Phil Cherry

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

Minutes – Minutes from the April 2024 meeting were reviewed and approved.

Motion: Elaine/Bruce. Motion Approve.

Treasurer's Report – Attached:

Bruce presented the treasurer's report for April 2024. Expenses were normal with nothing of concern to report. The library earned approximately \$108 dollars in interest with new saving account at Chemung Canal Saving Bank.

Motion to approve the report as presented, Elaine/Noah Motion passed unanimously.

President's Report - None

Director's Report – Attached

- Jess and Phil met with Mayor Ryan and a grant writer to discuss grant to perform upkeep on library and village's other two brick buildings.
- Jess will meet with an engineer on June 12th to discuss grant.
- Rebuilding of Rain Garden was discussed with the village and the Schuyler County Soil and Water Conservation District will be contacted for possible design help.
- Library Building assessment was increased by \$126,600.
- Bruce from Village will work on various electrical outlets and lighting to bring them up to code.
- Jess will coordinate with System about New York State Library Construction Grants "Intent to Apply" for this year.
- Amy Fleet was hired as a Library Clerk and to help with programing for 32 hours per week
- Casey Hobbie was hired as a Library Clerk for 12 hours per week.
- Jess met with Heather from the Historical Society to review materials housed at Library. Found material from the Zuni tribe. Jess continues to work on deciphering catalog materials and will meet with Heather again on June 12th.
- System is working on "STARQuest", a program giving prizes to patrons who visit multiple libraries in System.
- Discussion about "Hot Spots". This year there will be a short fall of \$600 in funding, since Rotary reduced its funding. Motion For Expenditure not to exceed \$600 to continue funding of "Hot Spots" for coming year. Bruce/Noah. Approved

Committee Reports

- Buildings and Grounds – See above Directors Report.
- Finance - Did not meet.
- Fundraising/Grants/Community Relations – Did not meet.
- Historical Records and Artifacts - Did not meet.
- Personnel/Nominating/Policies – See above Directors Report

Public Expression – None present.

Adjournment – Motion: Elaine/Sam Motion Approved at 4:30 PM.

Next Meeting – Wednesday, June 26th at 3:00 PM.

Minutes respectfully submitted by Sam Shama

Montour Falls Memorial Library

Statement of Financial Position

As of May 31, 2024

	TOTAL		
	AS OF MAY 31, 2024	AS OF MAY 31, 2023 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	3,478.29	17,505.39	-14,027.10
1002 C. Lee Book Fund - LPL Financia	0.00	1,719.24	-1,719.24
1003 Visions Checking Account	0.00	110.51	-110.51
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,870.32	-15,870.32
1005 Visions Saving Account	0.00	151,120.69	-151,120.69
1006 Petty Cash	100.00		100.00
1007 CCTC Now Account	214,326.78		214,326.78
Total 1000 Cash	217,905.07	186,326.15	31,578.92
Total Bank Accounts	\$217,905.07	\$186,326.15	\$31,578.92
Total Current Assets	\$217,905.07	\$186,326.15	\$31,578.92
TOTAL ASSETS	\$217,905.07	\$186,326.15	\$31,578.92
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	195.00	954.96	-759.96
Total Accounts Payable	\$195.00	\$954.96	\$-759.96
Credit Cards			
2010 CCTC - Credit Card	1,284.73	768.22	516.51
Total Credit Cards	\$1,284.73	\$768.22	\$516.51
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	30,518.82	14,997.52	15,521.30
2040.02 Social Security	-35,028.83	-23,345.97	-11,682.86
2040.03 Medicare	4,521.32	7,463.28	-2,941.96
2040.04 NYS Withholding	603.05	488.12	114.93
2040.05 NYS Unemployment Tax	413.06	491.48	-78.42
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	1,120.67	187.68	932.99
Total Other Current Liabilities	\$2,042.81	\$1,109.82	\$932.99
Total Current Liabilities	\$3,522.54	\$2,833.00	\$689.54

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Total Liabilities	\$3,522.54	\$2,833.00	\$689.54
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	-62,242.65	-63,696.75	1,454.10
Total Equity	\$214,382.53	\$183,493.15	\$30,889.38
TOTAL LIABILITIES AND EQUITY	\$217,905.07	\$186,326.15	\$31,578.92

Montour Falls Memorial Library

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

January - May, 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	1,299.00		1,299.00
4104 Fundraising Other		23,250.00	-23,250.00
Total 4100 Fundraising	1,299.00	23,250.00	-21,951.00
4200 Grants			
4203 Southern Tier Foundation	1,700.00		1,700.00
Total 4200 Grants	1,700.00		1,700.00
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
Total Revenue	\$5,047.79	\$205,383.00	\$ -200,335.21
GROSS PROFIT	\$5,047.79	\$205,383.00	\$ -200,335.21
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	22,250.00	133,740.00	-111,490.00
5030 Library Assistant - Gen	15,475.00		15,475.00
Total 5000 Payroll Exp - General	37,725.00	133,740.00	-96,015.00
5100 Payroll Exp - Early Lit			
5130 Library Assistant - Chil	2,088.00		2,088.00
Total 5100 Payroll Exp - Early Lit	2,088.00		2,088.00
5200 Payroll Taxes			
5210 Payroll Taxes General		9,724.00	-9,724.00
5211 Social Security - Genera	2,588.44		2,588.44
5212 Medicare General	605.37		605.37
5213 NYS Unemployment Tax - General	647.97		647.97
5214 NYS Re-employment Tax - General	24.00		24.00
Total 5210 Payroll Taxes General	3,865.78	9,724.00	-5,858.22
Total 5200 Payroll Taxes	3,865.78	9,724.00	-5,858.22
6000 Employee Expense	1,544.65	4,990.00	-3,445.35
6100 Collections		18,000.00	-18,000.00
6110 Print Material General	5,405.77		5,405.77
6130 Electronic Materials Gen	247.48		247.48
Total 6100 Collections	5,653.25	18,000.00	-12,346.75
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	1,387.52	4,500.00	-3,112.48
6230 Insurance -General		2,100.00	-2,100.00
6240 Other	43.74	2,500.00	-2,456.26

Montour Falls Memorial Library

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

January - May, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 6200 Operations & Maint.	1,431.26	10,100.00	-8,668.74
6300 Office Supplies	201.79	3,000.00	-2,798.21
6300.02 Paper	53.09		53.09
6300.03 Other	504.66		504.66
Total 6300 Office Supplies	759.54	3,000.00	-2,240.46
6325 Cleaning	990.00		990.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	744.43	150.00	594.43
Total 6325 Cleaning	1,734.43	4,830.00	-3,095.57
6400 Telecom/Internet/Phone	533.36	1,704.00	-1,170.64
6500 Postage/Shipping	11.99	500.00	-488.01
6600 Accounting Fees			
6601 Bookkeeper	1,042.50	2,500.00	-1,457.50
6602 Tax Preparation Fee	2,200.00	2,500.00	-300.00
Total 6600 Accounting Fees	3,242.50	5,000.00	-1,757.50
6700 Equipment		1,500.00	-1,500.00
6800 Technology/Software	561.36	2,582.00	-2,020.64
6900 Program Expenses			
6910 Program Exp - General	1,826.78	3,000.00	-1,173.22
6920 Program Exp- Early Lit	100.00		100.00
Total 6900 Program Expenses	1,926.78	3,000.00	-1,073.22
7000 Continuing Ed/Seminars		2,000.00	-2,000.00
7100 Publicity/Advertising	144.54	600.00	-455.46
7200 Dues & Subscriptions	350.00	750.00	-400.00
7300 Cost Share STLS	3,782.00	4,000.00	-218.00
Payroll Expenses			
Wages	1,936.00		1,936.00
Total Payroll Expenses	1,936.00		1,936.00
Total Expenditures	\$67,290.44	\$206,020.00	\$ -138,729.56
NET OPERATING REVENUE	\$ -62,242.65	\$ -637.00	\$ -61,605.65
NET REVENUE	\$ -62,242.65	\$ -637.00	\$ -61,605.65

Montour Falls Memorial Library

Statement of Activity

May 2024

	TOTAL		
	MAY 2024	MAY 2023 (PY)	CHANGE
Revenue			
4100 Fundraising			
4101 Book Sales		15.00	-15.00
4102 Donations - General	50.00	1,276.99	-1,226.99
4104 Fundraising Other		201.63	-201.63
Total 4100 Fundraising	50.00	1,493.62	-1,443.62
4200 Grants			
4203 Southern Tier Foundation	1,700.00	1,600.00	100.00
Total 4200 Grants	1,700.00	1,600.00	100.00
4500 Interest		122.13	-122.13
Total Revenue	\$1,750.00	\$3,215.75	\$ -1,465.75
GROSS PROFIT	\$1,750.00	\$3,215.75	\$ -1,465.75
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	6,000.00	3,221.84	2,778.16
5030 Library Assistant - Gen	4,099.00	5,550.14	-1,451.14
Total 5000 Payroll Exp - General	10,099.00	8,771.98	1,327.02
5100 Payroll Exp - Early Lit			
5130 Library Assistant - Chil	1,224.00	0.00	1,224.00
Total 5100 Payroll Exp - Early Lit	1,224.00	0.00	1,224.00
5200 Payroll Taxes			
5210 Payroll Taxes General			
5211 Social Security - Genera	822.06	543.88	278.18
5212 Medicare General	192.26	127.19	65.07
5213 NYS Unemployment Tax - General	146.98	112.39	34.59
5214 NYS Re-employment Tax - General	5.45	4.17	1.28
Total 5210 Payroll Taxes General	1,166.75	787.63	379.12
Payroll Taxes General Li	0.00	0.01	-0.01
Total 5200 Payroll Taxes	1,166.75	787.64	379.11
6000 Employee Expense		365.00	-365.00
6100 Collections			
6110 Print Material General	1,025.04	1,164.96	-139.92
Total 6100 Collections	1,025.04	1,164.96	-139.92
6200 Operations & Maint.			
6220 Utilities	154.16	348.98	-194.82
6240 Other		40.61	-40.61
Total 6200 Operations & Maint.	154.16	389.59	-235.43
6300 Office Supplies	27.40	424.31	-396.91

Montour Falls Memorial Library

Statement of Activity

May 2024

	TOTAL		
	MAY 2024	MAY 2023 (PY)	CHANGE
6325 Cleaning		360.00	-360.00
6325.02 Supplies	15.96		15.96
Total 6325 Cleaning	15.96	360.00	-344.04
6400 Telecom/Internet/Phone	54.70	55.18	-0.48
6600 Accounting Fees			
6601 Bookkeeper	195.00	300.00	-105.00
Total 6600 Accounting Fees	195.00	300.00	-105.00
6800 Technology/Software	126.36	153.36	-27.00
6900 Program Expenses			
6910 Program Exp - General	591.59	-60.00	651.59
Total 6900 Program Expenses	591.59	-60.00	651.59
7100 Publicity/Advertising	144.54	95.64	48.90
Payroll Expenses			
Wages	1,936.00		1,936.00
Total Payroll Expenses	1,936.00		1,936.00
Total Expenditures	\$16,760.50	\$12,807.66	\$3,952.84
NET OPERATING REVENUE	\$-15,010.50	\$-9,591.91	\$-5,418.59
NET REVENUE	\$-15,010.50	\$-9,591.91	\$-5,418.59

President's Report

Submitted 6/25/2024

6/3 - Met with director to review various topics. Discussed construction aide application process, which projects were more appropriate, whether it was fiscally feasible, and Brian's suggestions via STLS. Also discussed upcoming book sale, other fundraising, and a situation with a volunteer that was thankfully improving. Talked about the possibility of making the Montour Falls Farmer's Market library sponsored, what that might look like in the future. Jess also provided some summer learning program info and updated regarding new employees' hours and duties.

6/8 - Volunteered at the Spring Book Sale. Attendance low due to carnival and limited parking on parade route. Will have to reassess the date in the future.

6/13 - Executive officers discussed construction aide application with Jess via email and decided to pass on applying this year due to the limited time frame (deadline for a project quote was too tight) and the current deficit.

Director's Report for May 2024 | Montour Falls Memorial Library
Meeting: Wednesday, June 26th, 2024 at 3pm

Circulation	May 2024	April 2024
Digital Collection Circ	171	163
Physical Circ	657	631
TOTAL CIRC	828	794
Operations		
Patrons/Library Visits	579 (closed due to sewer line repair)	854
Visitors/Tourists	115	89
Volunteer Hours	29	149.25
Computer Use	40	54
Printing/Copies	18	25
Meeting Space Non-Library	32	38
Wireless Use (Unique Users)	55	50
New User Registration	12	6
Holds Placed	46	36
Holds Received	60	62
Holds Filled	133	154
New Items Added	31	70
Website Unique Visitors	206	298
Programs & Events		
Early Literacy Programs (number of sessions), Attendance total 10 onsite 1 Offsite	Storytime (7), 39 total HeadStart Storytime (3), 48 total Corning Science & Discovery (1), 4 total	Storytime (8), 79 total HeadStart Storytime (3), 16 total Corning Science & Discovery Center (1) 10 total CCE Parent Educator (1), 10 total
Youth Programs (6-12) 1 onsite, 8 total	Read to a Dog w/ Green Jeans (1), 10 Off-Site Bike Rally w/ Schuyler Youth Bureau at B.C.Cate Elementary (1), 150 total,	Read to a Dog w/ Green Jeans (1), 8
Adult Programs Attendance		
General Interest 5 onsite, 155 total	Game Night (1), 2 total First Fridays (1), 30 total Peter Serko, "Hatti's War" w/ Odessa Lib @ SCHS (1), 17 total History Walk (1), 5 Open House (1), 30 total	First Fridays (1), 60 Plan Your Garden w/ CCE (2), 13 Art Workshop – Baskets (1), 17 Tanglewood Amazing Animals (1), 50 Songbirds & Swifties (1), 12

	Songbirds & Swifties (1), 6	
In-House Outreach		

Operations / Internal Projects / Facility

- Library hours: Monday 10am –5pm, Tuesday/Thursday/Friday 10am – 6pm, Saturday 11am – 2pm. Closed Sunday & Wednesday. Extending Wednesday closure through August.
- Did not apply for construction aid
- Spring CE June 14 attended by 4 staff and 2 trustees.
- Closed 5/12 at 1pm through 5/14 due to sewer line repair. Note reduced numbers for operations.
- Hired one full-time Library Clerk and one part-time Library Clerk. Started 5/2
- Onboarding new staff and determining projects, programs, responsibilities.
- The furnace issue is being serviced by Bud Wixon in coordination with the Village. Needs attention.
- Summer Youth will start July 22 with 20 hours per week through mid-August
- Hotspots are getting ready to circ; considering ordering 2 more.
- STARQuest starts July 1
- SCHS & Vault project for 6/12 was postponed
- Adding STLS rotating audiobook collection in July

Meetings, Trainings, and Committees

- Montour Falls Harvest Festival Committee –volunteers, advertising, entertainment.
- Village of Montour Falls Board Meeting 5/2
- Village of Montour Falls meeting about NYS Historic Preservation Grant on 6/12 is postponed
-

Partnerships & Collaborations

- 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 for Summer Youth Employment Program and Bike Rally on 5/26 held at B.C. Cate Elementary School

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. Art Show on 6/20.
- Anagnost Family - Summer Learning Program

Upcoming Programs & Events

- Storytimes - Tuesdays & Fridays at 10am. Storytime at Havana Glen Tuesdays at 10am starting July 2
- 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 and 6/29
- History Walks with Gary Emerson 6/1 & 7/20
- Tax Levy Vote, OMCS Budget Vote and Board Election – 5/21, 12pm-8pm at Hanlon Elementary School
- June 6-8 Book Sale total \$813.00
- Alzheimer's Association – Understanding & Responding to Dementia Related Behavior 6/21
- Fantasy Book Club Meet & Greet 6/22
- Slice of History: Trivia Night at WGPL at 5pm with Odessa Library
- Summer Learning Program details nearly finalized – Dan the Snakeman 7/12 at 10am at Havana Glen; Floating Classroom in Ithaca 7/26 at 10am
- Simple Gifts: Songs of the Shakers w/ Liam Lawson; Guitarist and Folklorist 7/13 at 11:30am – 1pm
- Art Workshop w/ Cynthia 7/27

Services & Resources

- Computer use; Printing/copies \$0.25 per side; scan to email is free
- Compost drop spot; purple bin located outside. Recycling & shredding bins 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 and pick up items at any member library.
- Use STARCcat to browse the STLS 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 with a library card. 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, Peterson's Test Prep, and NOVELny
- Tech support and meeting space are available by reservation.

Respectfully submitted by Jessica Westlake • June 22, 2024

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