

Montour Falls Memorial Library • Board Meeting Agenda

Tuesday, January 14th at 4pm

*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - Adjustments to move/spend funds*
 - Staff wages for 2025 (executive session) *
- President's Report
 - Meeting dates for 2025*
 - Appoint Treasurer for 2025*
 - Appoint Secretary for 2025*
 - Appoint committees and committee chairs*
 - Schedule meetings
- Committee Reports
 - Building & Grounds Committee
 - Finance/Executive Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee
- Director's Report
 - Trustee Handbooks and Training Date
 - 2025 Budget updates
 - Halco Update
 - Library Advocacy Day
 - Grants – CRP, Construction Aid, TAP
 - Annual Report
- Adjournment



**Montour Falls Memorial Library Board of Trustees
Meeting Minutes**

Meeting held Wednesday December 11, 2024

Meeting location: Cascata Events & Weddings 224 W Main St, Montour Falls, NY 14865

Trustees present: Jen Fisher, Sam Shama, Elaine Dalrymple, Phil Cherry, Noah Bump

Others Present: Jess Westlake, Katherine Herleman, Richard Sweet-Keech

Trustees absent: Bruce Boughton

The meeting was called to order by Jen at 3:10 PM. Brief introductions were made for the new prospective Board members.

Minutes – Minutes from the November 2024 meeting were reviewed and approved. Motion: Elaine; 2nd: Sam. Motion passed unanimously.

Public Expression – None present.

Treasurer's Report – Bruce was absent. Jen asked Jess to run through the financials. Jess noted that everything was normal and what we might expect. There was some discussion concerning tweaks needed to some line items in the budget and other slight changes like segregating out in the budget the new ARC grant we just got. Also, there was a question about the line item for the tax levy and why it was off by \$853. Jess will research. There being no other questions Sam motioned to accept the treasurer's report with Elaine providing a second. Motion passed unanimously.

The agenda item concerning adjustments to move/spend funds was tabled until next Month.

President's Report – October/November 2024

Jen thanked outgoing Board members Sam, Elaine and Phil

Jen then asked for an Executive Session to review new prospective Board members. Sam motioned to enter executive session; Noah seconded. After a short discussion Sam motioned to leave the executive session and Noah seconded. Once out of Executive Session, Elaine motioned to accept three applicants for board membership from Richard, Katherine and Amanda Wiley and Noah provided a second. The motion passed unanimously.

Jen then asked Jess to give an update on the Community Reinvestment Program (CRP) which was the subject of an email Jess sent out about two weeks ago. Apparently to get an award, entities must be registered, and our library's registration was over a decade old and needs to be updated by 12/18/25 so we can be eligible for the CRP. Jess and Amanda are working on it.

Meeting dates for next year were discussed, and the group decided to wait for next year to set a regular schedule, after new Board members join. The group did decide however to have their January meeting a little earlier than usual on Tuesday, 1/14/25 at 4PM.

The appointments of Treasurer and Secretary and committee assignments for next year were tabled, awaiting new Board members. Jen asked today's new members to consider volunteering for these officer roles early next year.

Committee Reports

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

Director's Report –

Jess reviewed her report with the Board noting:

- Halco has started work, albeit a few days late
- The 2025 Budget updates discussion scheduled on the agenda was tabled until the next meeting.
- The group then discussed Sustainable Montour Falls and the recent Repair Café. The group was strongly in favor of the program. Noah moved a resolution that Board supporting the Montour Falls Sustainability initiative and the Repair cafe. Sam provided a second. The motion passed unanimously.
- Jess pointed the Board members to an email Brian Hildreth had sent recently concerning potential changes to funding streams and programs in 2025 and beyond.
- Jess noted that our website will most likely need to change to accommodate the new State website standards.
- Jess noted that she was looking forward to Advocacy Day in Albany on 2/5/25.
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Adjournment – Motion made by Phil. 2nd by Elaine. The motion passed unanimously at 4:14 PM.

Next Meeting – Tuesday, January 14, 2025, at 4:00 PM at the library.

Minutes respectfully submitted by Phil Cherry

Montour Falls Memorial Library

Statement of Activity

December 2023

	TOTAL
Revenue	
4000 Tax Money	171,373.00
4100 Fundraising	
4102 Donations - General	1,167.00
Total 4100 Fundraising	1,167.00
Total Revenue	\$172,540.00
GROSS PROFIT	\$172,540.00
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	3,790.40
5030 Library Assistant - Gen	2,892.06
Total 5000 Payroll Exp - General	6,682.46
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	414.32
5212 Medicare General	96.90
5213 NYS Unemployment Tax - General	16.74
5214 NYS Re-employment Tax - General	0.62
Total 5210 Payroll Taxes General	528.58
Total 5200 Payroll Taxes	528.58
6100 Collections	
6110 Print Material General	259.00
Total 6100 Collections	259.00
6200 Operations & Maint.	
6220 Utilities	83.25
Total 6200 Operations & Maint.	83.25
6300 Office Supplies	26.60
6300.03 Other	27.42
Total 6300 Office Supplies	54.02
6325 Cleaning	450.00
6400 Telecom/Internet/Phone	104.14
6600 Accounting Fees	
6601 Bookkeeper	135.00
Total 6600 Accounting Fees	135.00
6800 Technology/Software	368.28
6900 Program Expenses	
6910 Program Exp - General	600.00
Total 6900 Program Expenses	600.00
Total Expenditures	\$9,264.73
NET OPERATING REVENUE	\$163,275.27
NET REVENUE	\$163,275.27

Montour Falls Memorial Library

Statement of Activity

January - December 2023

	TOTAL
Revenue	
4000 Tax Money	171,373.00
4010 Copying/Printing	92.75
4100 Fundraising	
4101 Book Sales	1,525.58
4102 Donations - General	6,172.93
4104 Fundraising Other	-0.54
4105 Program Revenue	70.00
Total 4100 Fundraising	7,767.97
4106 Carryover From Prior Year	4,308.76
4107 Blowers Donation	6,000.00
4200 Grants	
4203 Southern Tier Foundation	1,600.00
4204 Community Foundation	1,000.00
Total 4200 Grants	2,600.00
4205 Renovations Grant - 2023	48,431.00
4300 STLS Service Aid	1,434.00
4500 Interest	852.43
Total Revenue	\$242,859.91
GROSS PROFIT	\$242,859.91
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	46,465.42
5030 Library Assistant - Gen	58,224.86
Total 5000 Payroll Exp - General	104,690.28
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	6,490.83
5212 Medicare General	1,517.98
5213 NYS Unemployment Tax - General	1,392.30
5214 NYS Re-employment Tax - General	44.10
Total 5210 Payroll Taxes General	9,445.21
Payroll Taxes General Li	-201.52
Total 5200 Payroll Taxes	9,243.69
6000 Employee Expense	2,824.31
6100 Collections	
6110 Print Material General	15,464.82
6130 Electronic Materials Gen	56.72
Total 6100 Collections	15,521.54

Montour Falls Memorial Library

Statement of Activity

January - December 2023

	TOTAL
6200 Operations & Maint.	
6210 Repairs/Facility Improve	909.40
6220 Utilities	4,318.92
6230 Insurance -General	2,053.63
6240 Other	643.76
Total 6200 Operations & Maint.	7,925.71
6300 Office Supplies	2,466.72
6300.03 Other	164.55
Total 6300 Office Supplies	2,631.27
6325 Cleaning	3,566.26
6400 Telecom/Internet/Phone	1,480.85
6500 Postage/Shipping	164.00
6600 Accounting Fees	
6601 Bookkeeper	2,655.00
Total 6600 Accounting Fees	2,655.00
6700 Equipment	621.91
6750 Renovations - 2023	39,872.25
6800 Technology/Software	2,552.59
6900 Program Expenses	
6910 Program Exp - General	4,471.92
6930 Blowers Donation Expenditures	7,062.24
6931 So. Tier Library Found - Summer Concerts	1,600.00
6932 Community Foundation Grant	1,000.00
Total 6900 Program Expenses	14,134.16
7000 Continuing Ed/Seminars	1,172.01
7100 Publicity/Advertising	591.78
7200 Dues & Subscriptions	139.00
7300 Cost Share STLS	3,739.00
Total Expenditures	\$213,525.61
NET OPERATING REVENUE	\$29,334.30
Other Revenue	
8000 Other Revenue	
8001 Dividend Revenue	24.51
8002 Unrealized Gain/Loss	-67.42
Total 8000 Other Revenue	-42.91
Total Other Revenue	\$ -42.91
NET OTHER REVENUE	\$ -42.91
NET REVENUE	\$29,291.39

Montour Falls Memorial Library

Statement of Financial Position

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	
1001 General Library Checking	21,951.77
1003 Visions Checking Account	93.79
1004 Visions CD, 4.24%, mat 11/28/24	16,013.33
1005 Visions Saving Account	241,937.41
1006 Petty Cash	100.00
Total 1000 Cash	280,096.30
Total Bank Accounts	\$280,096.30
Total Current Assets	\$280,096.30
TOTAL ASSETS	\$280,096.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,415.53
Total Accounts Payable	\$1,415.53
Credit Cards	
2010 CCTC - Credit Card	543.67
Total Credit Cards	\$543.67
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	24,131.20
2040.02 Social Security	-30,191.47
2040.03 Medicare	5,732.06
2040.04 NYS Withholding	674.65
2040.05 NYS Unemployment Tax	293.98
2040.06 NYS Re-Employment Tax	93.25
Total 2040 Payroll Liabilities	733.67
Total Other Current Liabilities	\$1,655.81
Total Current Liabilities	\$3,615.01
Total Liabilities	\$3,615.01

Montour Falls Memorial Library

Statement of Financial Position

As of December 31, 2023

	TOTAL
Equity	
3001 Opening Balance Equity Account	213,267.20
3002 Retained Earnings	33,922.70
Net Revenue	29,291.39
Total Equity	\$276,481.29
TOTAL LIABILITIES AND EQUITY	\$280,096.30

Montour Falls Memorial Library

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Revenue			
4000 Tax Money	171,373.00	171,373.00	0.00
4010 Copying/Printing	92.75	100.00	7.25
4100 Fundraising			
4101 Book Sales	1,525.58	2,000.00	474.42
4102 Donations - General	6,172.93	5,000.00	-1,172.93
4104 Fundraising Other	-0.54	500.00	500.54
4105 Program Revenue	70.00		-70.00
Total 4100 Fundraising	7,767.97	7,500.00	-267.97
4106 Carryover From Prior Year	4,308.76		-4,308.76
4107 Blowers Donation	6,000.00		-6,000.00
4200 Grants			
4203 Southern Tier Foundation	1,600.00		-1,600.00
4204 Community Foundation	1,000.00		-1,000.00
Total 4200 Grants	2,600.00		-2,600.00
4205 Renovations Grant - 2023	48,431.00		-48,431.00
4300 STLS Service Aid	1,434.00	1,382.00	-52.00
4500 Interest	852.43	299.00	-553.43
Total Revenue	\$242,859.91	\$180,654.00	\$ -62,205.91
GROSS PROFIT	\$242,859.91	\$180,654.00	\$ -62,205.91
Expenditures			
5000 Payroll Exp - General		121,480.00	121,480.00
5010 Library Director - Gener	46,465.42		-46,465.42
5030 Library Assistant - Gen	58,224.86		-58,224.86
Total 5000 Payroll Exp - General	104,690.28	121,480.00	16,789.72
5200 Payroll Taxes		11,837.00	11,837.00
5210 Payroll Taxes General			
5211 Social Security - Genera	6,490.83		-6,490.83
5212 Medicare General	1,517.98		-1,517.98
5213 NYS Unemployment Tax - General	1,392.30		-1,392.30
5214 NYS Re-employment Tax - General	44.10		-44.10
Total 5210 Payroll Taxes General	9,445.21		-9,445.21
Payroll Taxes General Li	-201.52		201.52
Total 5200 Payroll Taxes	9,243.69	11,837.00	2,593.31
6000 Employee Expense	2,824.31	2,801.00	-23.31
6100 Collections		16,800.00	16,800.00
6110 Print Material General	15,464.82		-15,464.82
6130 Electronic Materials Gen	56.72		-56.72
Total 6100 Collections	15,521.54	16,800.00	1,278.46
6200 Operations & Maint.			
6210 Repairs/Facility Improve	909.40	500.00	-409.40
6220 Utilities	4,318.92	4,500.00	181.08

Montour Falls Memorial Library

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

		TOTAL	
	ACTUAL	BUDGET	REMAINING
6230 Insurance -General	2,053.63	2,000.00	-53.63
6240 Other	643.76	500.00	-143.76
Total 6200 Operations & Maint.	7,925.71	7,500.00	-425.71
6300 Office Supplies	2,466.72	3,000.00	533.28
6300.03 Other	164.55		-164.55
Total 6300 Office Supplies	2,631.27	3,000.00	368.73
6325 Cleaning	3,566.26	3,078.00	-488.26
6400 Telecom/Internet/Phone	1,480.85	1,700.00	219.15
6500 Postage/Shipping	164.00	500.00	336.00
6600 Accounting Fees			
6601 Bookkeeper	2,655.00	3,000.00	345.00
6602 Tax Preparation Fee		600.00	600.00
Total 6600 Accounting Fees	2,655.00	3,600.00	945.00
6700 Equipment	621.91	600.00	-21.91
6750 Renovations - 2023	39,872.25		-39,872.25
6800 Technology/Software	2,552.59	2,295.00	-257.59
6900 Program Expenses			
6910 Program Exp - General	4,471.92	5,000.00	528.08
6930 Blowers Donation Expenditures	7,062.24		-7,062.24
6931 So. Tier Library Found - Summer Concerts	1,600.00		-1,600.00
6932 Community Foundation Grant	1,000.00		-1,000.00
Total 6900 Program Expenses	14,134.16	5,000.00	-9,134.16
7000 Continuing Ed/Seminars	1,172.01	800.00	-372.01
7100 Publicity/Advertising	591.78	400.00	-191.78
7200 Dues & Subscriptions	139.00	822.00	683.00
7300 Cost Share STLS	3,739.00	3,184.00	-555.00
Total Expenditures	\$213,525.61	\$185,397.00	\$ -28,128.61
NET OPERATING REVENUE	\$29,334.30	\$ -4,743.00	\$ -34,077.30
Other Revenue			
8000 Other Revenue			
8001 Dividend Revenue	24.51		-24.51
8002 Unrealized Gain/Loss	-67.42		67.42
Total 8000 Other Revenue	-42.91		42.91
Total Other Revenue	\$ -42.91	\$0.00	\$42.91
NET OTHER REVENUE	\$ -42.91	\$0.00	\$42.91
NET REVENUE	\$29,291.39	\$ -4,743.00	\$ -34,034.39

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

Meeting: Wednesday, January 14th • 4pm

Circulation	December 2024	November 2024
Digital Collection Circ	222	208
Physical Circ	198	555
TOTAL CIRC	420	763
Operations		
Patrons/Library Visits	123	708
Visitors/Tourists	0	41
Volunteer Hours	57	27
Computer Use	0	49
Printing/Copies	0	12
Meeting Space Non-Library	0	27
Wireless Use (Unique)	32	42
New User Registration	0	5
Holds Placed in STARCcat	70	66
Holds Received	8	108
Holds Filled	20	103
New Items Added	21	0
Website Unique Users	152	174
Programs & Events	(# of sessions), total attendance	(# of sessions), total attendance
Early Literacy Programs (0-5) 6 onsite, 30 total	-	Storytime (6), 30
Youth (6-12)	-	-
Teen/Young Adult (13-17)	-	-
Adult (18+) 2 offsite,	Joyful Joyful Concert @ WGPL (1), 8 Arc Movie Night @ Neighborhood Center (1), 14	Memory Cafe (1), 7 50 State Book Club (1), 5 Fantasy Book Club (1), 5
General Interest 3 onsite, 155 total	-	Swifties (1), 3 Songwriting (1), 3 Volunteer Appreciation and Opportunity Party (1), 15
In-House Outreach	-	-

Operations / Internal Projects / Facility

- Library hours: Sun/Mon CLOSED; Tuesday 11am – 5pm, Wednesday 3pm – 7pm, Thursday 11am – 5pm, Friday 11am 5pm, Saturday 11am – 3pm
- Closed February 5th for staff to attend Library Advocacy Day; Late opening on February 7th for staff to attend Community Foundation's team building at Tanglewood Nature Center; Closed February 17th for President's Day

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

Meeting: Wednesday, January 14th • 4pm

- Reworking Budget worksheet per STLS guidance, continuity of language
- Winter/spring projects – Basement, by-laws, Strategic Planning, Tax Levy Campaign, staff workspaces, utilize Microsoft Forms, Annual Report and Library Advocacy Month, Trustee Training
- Annual Report Party at STLS on 2/13 and 2/19 - Trustees welcome

Meetings, Trainings, and Committees

- STLS Gather & Grow Friday 12/6 (Overcoming Imposter Syndrome: Leading with Radical Acceptance w/Patrick Bodily; Friend-Raising to Revive and Rekindle Growth w/Jim Foster; Roles, Responsibilities, and Meeting Room Policies w/Heidi Eckerson and Erika Jenns; Building Equitable Library Worker Compensation through Policy w/Brian Hildreth)
- Ask The Lawyer - Accommodations in the Library: Employee Edition
- STLS –DAC Strategic Planning Focus Group; MFL Officer Meetings; Village Board Meetings; Advocacy Kickoff;
- Village Board Meeting; Recycling Committee
- Halco; Sustainable Montour Falls & Repair Cafe (MFL hosting meetings); Social Media Training to Village Climate Steward & Climate Fellow; Provided Canva training for Odessa Library staff; met with potential cleaner;
- MFL Officer Meetings

Partnerships & Collaborations

- Schuyler Libraries, OMCS, HeadStart, Arc of Chemung-Schuyle, CCE Parent Educator,

Grants & Funding

- Foundation for Southern Tier Libraries Grant for patron computer 5/9 \$1700
- Construction Aid - \$53,813; Phase 1 is complete. Phase 2 final walkthrough 1/22/2025
- Applied for Libraries Transforming Communities: Accessible Small and Rural Communities
- Community Reinvestment Program - did not apply

Upcoming Programs & Events

- Fantasy Book Club last Tuesdays at 6pm
- Read to a Dog is paused
- Storytimes Tuesday & Friday at 10am
- Arc Movie Night: Reindeer Games on 1/23 at 6pm (Arc residents)

Services & Resources

- Computer Use; printing/copies \$0.25 per side; scan to email is free
- Compost drop spot
- Med Project envelopes for safe med disposal; COVID test kits; xylazine test kits

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

Meeting: Wednesday, January 14th • 4pm

- Library cardholders from STLS member libraries can utilize any of the 48 libraries in Schuyler, Chemung, Yates, Alleghany, and Steuben Counties.
- Libby for free digital content; STARCcat to browse the entire STLS collection, place holds, renew, and more
- NOVELny for eResources to all New York residents including Legal Forms, Gale databases, encyclopedias, collections and more
- JobNow, Peterson's Test Prep, Ground News
- Tech support and meeting space available by appointment

Respectfully submitted by Jessica Westlake • January 14th, 2025