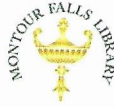


Montour Falls Memorial Library
Board Meeting Agenda
October 23rd, 2024, at 3pm
*Needs board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - Proposed 2025 Budget
 - Tax Levy Vote*
 - Adjustments to move funds *
- President's Report
- Committee Reports
 - Building & Grounds Committee
 - Finance/Executive Committee
 - Schedule meeting
 - Fundraising/Grants/Community Relations Committee
 - Letter campaign update
 - FLXGives
 - Schedule meeting
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee
 - Schedule Meeting
- Director's Report
 - Halco Update – letter of support, COA, prep space
 - Harvest Festival / Book Sale
 - Policies from September's Meeting
 - Human Services Updates
 - Schedule Volunteer Thank-You Party
 - NOVELny Forms

➤ Adjournment



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

Meeting held Wednesday September 25, 2024

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

Others Present: Jess Westlake

Trustees absent: Bruce Boughton, Sam Sharma

The meeting was called to order by Jen at 2:59 PM.

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

Public Expression – None present.

Treasurer's Report – Jen explained that Bruce was unable to attend and she briefly reviewed the financial reports with the group. There being no discussion on the financials, Elaine then motioned approval of the financial reports and Noah provided a 2nd. Motion passed unanimously.

President's Report - Following on the discussion about the financial reports, Jen then relayed that finance committee met earlier in the day and that Bruce felt that there were now adequate financial resources and reserves available to proceed with the Halco project. Jess reported that she had been in touch with Tom McGarry, Chairman of the village's planning board and briefed him on the Halco project, and noted that Tom would hopefully be getting a letter of support to us in a few weeks, and that it shouldn't be a problem. Phil motioned to authorize Jess to sign a contract with Halco pending receipt of a letter of support from the Village of Montour Falls planning board. Noah provided the second. The motion was approved with all in favor.

Jen then reviewed the draft letter and fundraising materials with the group and asked for any comments or potential changes to be brought to her attention as soon as possible. The hope is to get the fundraising letter out ASAP.

Committee Reports

- Buildings and Grounds – Did not meet, however Phil and Jess have had several discussions concerning library buildings and grounds issues over the past month.
- Finance – Met earlier in the day. Discussion focused on the availability of funds for the Halco project.
- Fundraising/Grants/Community Relations – Did not meet
- Historical Records and Artifacts - Did not meet.
- Personnel/Nominating/Policies – met on September the 10th to discuss personnel issues.

Director's Report –

Jess reviewed her report with the Board noting the end of a great summer Learning program and several other highlights:

- The library has received some new technology and a new computer from Southern Tier library system.
- The strategic planning process is ongoing and Jess has been working with Brian at STLS at

determining next steps.

- The group then discussed 3 new policy drafts including one on the Freedom of Information law, one on the challenging library materials and a capital fund policy. Jess and Jen requested that trustees review these drafts and provide any comments at your earliest convenience. It was noted that these policies were drafted by and provided by STLS and should be ready for adoption by local libraries.
- The book sale is slated for October the 5th during the harvest festival and Jess is seeking some volunteers to help set up and take down as well as work during the sale. The library will be open from 11:00 to 7:00 that day and the book sale will go from 12:00 to 7:00, in keeping with the festival schedule.
- Elaine asked about the porch on the east side and there has been no action from the village as yet. Jess also brought up that the electric problems in the building may end up being a priority due to safety concerns. Jess noted that we are hoping the village will address this issue soon.

Adjournment – Motion made by Phil. 2nd by Elaine. The motion passed unanimously at 3:43 PM.

Next Meeting – Wednesday, October 23, 2024, at 3:00 PM.

REMINDER - November's meeting date was moved to 11/20/24 due to the Thanksgiving Holiday and the December meeting was moved to 12/11/24 due to Christmas.

Minutes respectfully submitted by Phil Cherry

Montour Falls Memorial Library

Statement of Activity

September 2024

	TOTAL		
	SEP 2024	SEP 2023 (PY)	CHANGE
Revenue			
4100 Fundraising			
4102 Donations - General			
4104 Fundraising Other	186.00	147.00	39.00
Total 4100 Fundraising	186.00	-469.10	469.10
4500 Interest			
Total Revenue	198.32	91.51	106.81
GROSS PROFIT	\$384.32	\$-230.59	\$614.91
Expenditures	\$384.32	\$-230.59	\$614.91
5000 Payroll Exp - General			
5010 Library Director - Gener			
5030 Library Assistant - Gen	4,000.00	3,719.33	280.67
Total 5000 Payroll Exp - General	4,958.50	2,790.06	2,168.44
5200 Payroll Taxes	8,958.50	6,509.39	2,449.11
5210 Payroll Taxes General			
5211 Social Security - Genera	555.42	403.57	151.85
5212 Medicare General	129.90	94.39	35.51
5213 NYS Unemployment Tax - General	73.80	56.50	17.30
5214 NYS Re-employment Tax - General	2.73	2.10	0.63
Total 5210 Payroll Taxes General	761.85	556.56	205.29
Total 5200 Payroll Taxes	761.85	556.56	205.29
6100 Collections			
6110 Print Material General		521.48	-521.48
6130 Electronic Materials Gen	139.72		139.72
Total 6100 Collections	139.72	521.48	-381.76
6200 Operations & Maint.			
6220 Utilities		149.75	-149.75
6230 Insurance -General		8.00	-8.00
Total 6200 Operations & Maint.		157.75	-157.75
6300 Office Supplies	28.40	103.67	-75.27
6300.03 Other	25.46		25.46
Total 6300 Office Supplies	53.86	103.67	-49.81
6325 Cleaning		284.33	-284.33
6325.02 Supplies	81.19		81.19
Total 6325 Cleaning	81.19	284.33	-203.14
6400 Telecom/Internet/Phone	55.54	55.20	0.34
6600 Accounting Fees			
6601 Bookkeeper	180.00	232.50	-52.50
Total 6600 Accounting Fees	180.00	232.50	-52.50

Montour Falls Memorial Library

Statement of Activity

September 2024

	SEP 2024	TOTAL	
		SEP 2023 (PY)	CHANGE
6700 Equipment	38.97		38.97
6700.01 Equip - So. Tier Found. Grant	38.97		38.97
Total 6700 Equipment			
6750 Renovations - 2023		11,961.68	-11,961.68
6800 Technology/Software	131.76	197.79	-66.03
6900 Program Expenses			
6910 Program Exp - General	15.57	538.39	-522.82
Total 6900 Program Expenses	15.57	538.39	-522.82
7000 Continuing Ed/Seminars		656.00	-656.00
Total Expenditures	\$10,416.96	\$21,774.74	\$-11,357.78
NET OPERATING REVENUE	\$-10,032.64	\$-22,005.33	\$11,972.69
NET REVENUE	\$-10,032.64	\$-22,005.33	\$11,972.69

Montour Falls Memorial Library

Statement of Financial Position

As of September 30, 2024

	TOTAL		
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	11,877.81	2,727.42	9,150.39
1003 Visions Checking Account	0.00	92.70	-92.70
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,963.41	-15,963.41
1005 Visions Saving Account	0.00	97,454.54	-97,454.54
1006 Petty Cash	100.00	100.00	0.00
1007 CCTC Now Account	151,511.48		151,511.48
Total 1000 Cash	163,489.29	116,338.07	47,151.22
Total Bank Accounts	\$163,489.29	\$116,338.07	\$47,151.22
Total Current Assets	\$163,489.29	\$116,338.07	\$47,151.22
TOTAL ASSETS	\$163,489.29	\$116,338.07	\$47,151.22
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	0.00	987.46	-987.46
Total Accounts Payable	\$0.00	\$987.46	\$ -987.46
Credit Cards			
2010 CCTC - Credit Card	463.99	427.77	36.22
Total Credit Cards	\$463.99	\$427.77	\$36.22
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	36,484.12	20,561.70	15,922.42
2040.02 Social Security	-40,759.95	-27,855.51	-12,904.44
2040.03 Medicare	3,390.66	6,408.64	-3,017.98
2040.04 NYS Withholding	103.51	623.89	-520.38
2040.05 NYS Unemployment Tax	422.98	346.77	76.21
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	-265.43	178.74	-444.17
Total Other Current Liabilities	\$656.71	\$1,100.88	\$ -444.17
Total Current Liabilities	\$1,120.70	\$2,516.11	\$ -1,395.41
Total Liabilities	\$1,120.70	\$2,516.11	\$ -1,395.41

Montour Falls Memorial Library

Statement of Financial Position

As of September 30, 2024

	AS OF SEP 30, 2024	TOTAL	
		AS OF SEP 30, 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	-114,256.59	-133,367.94	19,111.35
Total Equity	\$162,368.59	\$113,821.96	\$48,546.63
TOTAL LIABILITIES AND EQUITY	\$163,489.29	\$116,338.07	\$47,151.22

Montour Falls Memorial Library

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

January - September, 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			
4101 Book Sales	773.00		773.00
4102 Donations - General	2,728.00		2,728.00
4104 Fundraising Other		23,250.00	-23,250.00
Total 4100 Fundraising	3,501.00	23,250.00	-19,749.00
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	1,791.74	2,000.00	-208.26
4525 Dividends	333.75		333.75
4602 Anagnost - Summer Learning Program	1,000.00		1,000.00
Total Revenue	\$8,434.49	\$205,383.00	\$-196,948.51
GROSS PROFIT	\$8,434.49	\$205,383.00	\$-196,948.51
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	38,437.50	133,740.00	-95,302.50
5030 Library Assistant - Gen	40,212.50		40,212.50
Total 5000 Payroll Exp - General	78,650.00	133,740.00	-55,090.00
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	5,005.76		5,005.76
5212 Medicare General	1,170.70		1,170.70
5213 NYS Unemployment Tax - General	953.14		953.14
5214 NYS Re-employment Tax - General	107.65		107.65
Total 5210 Payroll Taxes General	7,237.25	9,724.00	-2,486.75
Total 5200 Payroll Taxes	7,237.25	9,724.00	-2,486.75
6000 Employee Expense	1,444.65	4,990.00	-3,545.35
6100 Collections		18,000.00	-18,000.00
6110 Print Material General	6,364.13		6,364.13
6130 Electronic Materials Gen	645.66		645.66
6140 Other Materials (audio b	394.25		394.25
Total 6100 Collections	7,404.04	18,000.00	-10,595.96
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	2,068.42	4,500.00	-2,431.58

Montour Falls Memorial Library

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

January - September, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6230 Insurance -General	2,401.66	2,100.00	301.66
6240 Other	43.74	2,500.00	-2,456.26
Total 6200 Operations & Maint.	4,513.82	10,100.00	-5,586.18
6300 Office Supplies	312.39	3,000.00	-2,687.61
6300.01 Toner	42.97		42.97
6300.02 Paper	53.09		53.09
6300.03 Other	744.29		744.29
Total 6300 Office Supplies	1,152.74	3,000.00	-1,847.26
6325 Cleaning	1,800.00		1,800.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	825.62	150.00	675.62
Total 6325 Cleaning	2,625.62	4,830.00	-2,204.38
6400 Telecom/Internet/Phone	1,033.81	1,704.00	-670.19
6500 Postage/Shipping	136.99	500.00	-363.01
6600 Accounting Fees			
6601 Bookkeeper	1,710.00	2,500.00	-790.00
6602 Tax Preparation Fee	2,200.00	2,500.00	-300.00
Total 6600 Accounting Fees	3,910.00	5,000.00	-1,090.00
6700 Equipment		1,500.00	-1,500.00
6700.01 Equip - So. Tier Found. Grant	1,281.97		1,281.97
Total 6700 Equipment	1,281.97	1,500.00	-218.03
6800 Technology/Software	1,696.91	2,582.00	-885.09
6900 Program Expenses			
6910 Program Exp - General	3,163.27	3,000.00	163.27
6920 Program Exp- Early Lit	100.00		100.00
6925 Anagnost - SLP	1,132.47		1,132.47
Total 6900 Program Expenses	4,395.74	3,000.00	1,395.74
7000 Continuing Ed/Seminars	740.00	2,000.00	-1,260.00
7100 Publicity/Advertising	184.54	600.00	-415.46
7200 Dues & Subscriptions	413.00	750.00	-337.00
7300 Cost Share STLS	3,782.00	4,000.00	-218.00
Total Expenditures	\$122,691.08	\$206,020.00	\$-83,328.92
NET OPERATING REVENUE	\$-114,256.59	\$-637.00	\$-113,619.59
NET REVENUE	\$-114,256.59	\$-637.00	\$-113,619.59

2025 Budget Worksheet - DRAFT

Montour Falls Memorial Library

	A	B	C	D	E	G
1	General Operating Funds Budget Worksheet 2025 - DRAFT	Accepted 2024	Proposed 2025 - 1.5%	Proposed 2025 - 10%	Actual YTD 9/30	Notes
2	Income					
3	Tax Levy	\$ 177,580	\$183,722.00	\$195,338.00	\$0.00	
4	Money for Children's Library	\$ -				
5	Money From Savings	\$ -				
6	Copying/Printing	\$ 200				
7	Fundraising (see line 9-11)	\$ 23,000	\$14,500.00	\$14,500.00	\$0.00	
8	Book Sales	\$ 2,000	\$1,500.00	\$1,500.00	\$773.00	
9	General Donations	\$ 4,000	\$3,000.00	\$3,000.00	\$2,728.00	
10	Fundraising other	\$ 17,000	\$10,000.00	\$10,000.00		
11	STLS (Local Library Service Aid)	\$ 1,500	\$1,500.00	\$1,500.00		
12	Insurance Dividends	\$ 250	\$0.00	\$0.00		
13	Interest	\$ 2,000	\$0.00	\$0.00		
14	TOTAL INCOME	\$ 204,530	\$199,722.00	\$ 211,338	\$ -	
15						
16	Expenses					
17	Wages	\$ 133,740	\$137,352.00	\$146,294.00	\$78,650.00	
18	Payroll Fees	\$ 9,724	\$9,595.00	\$10,696.00	\$10,769.00	
19	Employee Expenses (DBL, WC)	\$ 4,990	\$5,140.00	\$5,490.00		
20	Collections	\$ 18,000	\$6,803.00	\$8,026.00	\$7,404.00	
24	Operations & Mainenance	\$ 10,100	\$10,100.00	\$ 10,100	\$ 4,514	
25	Repairs	\$ 1,000	\$1,000.00	\$ 1,000		
26	Utilities	\$ 4,500	\$4,500.00	\$ 4,500	\$2,068.00	
27	Insurance	\$ 2,100	\$2,100.00	\$ 2,100	\$2,402.00	
28	Other (furnishings)	\$ 2,500	\$2,500.00	\$ 2,500	\$44.00	
29	Office Supplies	\$ 3,000	\$2,500.00	\$2,500.00	\$1,153.00	
30	Cleaner	\$ 4,680	\$3,000.00	\$3,000.00	\$1,800.00	
31	Cleaning Supplies	\$ 150	\$300.00	\$300.00	\$826.00	
32	Telecom (internet, telephone)	\$ 1,704	\$2,000.00	\$2,000.00	\$1,033.00	
33	Postage/Shipping	\$ 500	\$500.00	\$ 500	\$137.00	
34	Bookkeeper	\$ 2,500	\$2,500.00	\$ 2,500	\$1,710.00	
35	Accounting Fees	\$ 2,500	\$2,500.00	\$ 2,500	\$2,200.00	
36	Equipment	\$ 1,500	\$1,500.00	\$ 1,500	\$1,282.00	
37	Technology	\$ 2,582	\$2,582.00	\$ 2,582	\$1,697.00	
38	ARC Tech Upgrades		\$3,000.00	\$ 3,000		
39	Program Expense	\$ 3,000	\$3,000.00	\$ 3,000	\$4,395.00	
40	Seminars/Continuing ed	\$ 2,000	\$2,000.00	\$ 2,000	\$740.00	
41	Publicity/Advertising	\$ 600	\$600.00	\$ 600	\$185.00	
42	Dues/Membership fees	\$ 750	\$750.00	\$ 750	\$413.00	
43	Cost Share STLS Fees	\$ 4,000	\$4,000.00	\$ 4,000	\$3,782.00	
44	Other					
45	TOTAL EXPENSES	\$ 206,020	\$199,722.00	\$ 211,338	\$ 122,690	
46	Revenue Less Expenses	\$ (1,490)	\$ -	\$ -	\$ (122,690)	
47						
48						

KNOWN EXP - Check all values using QuickBooks

Payroll fees <u>Check Rates</u>		
Travelers (workmans comp)	\$ 2,733.00	See Travelers statement for rates
Shelter Point (NYS DBL)	2257.00	See Shelter point statement for rates
Cost share STLS	3216.29	Directly from STLS end of October (digital content contribution and ILS cost shares)
<u>Dues/Memberships</u>	<u>2582</u>	
PO Box	72	
Chamber Dues	65	
STLS Dues	120	quarterly
NYLA	2000	For 2 people with no scholarship. NYLA mebership is \$365 annually. Membership is not calculated in the line for continuing education.
Amazon dues	150	
ALA	175	
<u>Cleaner</u>	<u>4680</u>	check weekly rate \$80/week in 2023
Cleaning Supplies	150	spent 150 in 2023 Amazon and Walmart; added line item for 2024
<u>Telecom</u>	<u>1704</u>	
Dark fiber / Internet Fees	1020	STLS quarterly Bill of \$255
Telephone	684	Empire bill \$56.76/month
<u>Utilities</u>	<u>4500</u>	Expecting to see a decrease (NYSEG) in 2024 due to weatherization of basement and attic, and heat pump installation
<u>Technology</u>	<u>2582.4</u>	
Microsoft	468	cost is annual. Will be \$0 by spring
Payroll	996	
Constant Contact	600	Newsletters
Quickbooks	518.4	subscription via TechSoup \$75 (paid 6/8/24)

\$492 used in cleaning supplies for a vacuum. Needs review and adjustment. 3/.30/2024

\$350 used for NYLA dues/subscription. Add to budget for 2025.

Updated July 2024 per STLS - figures shown are not MFL figures

Employee	12-Month Salary (Hourly Rate x Hours Worked Per Week) x 52	Taxes (12-Month Salary x .0765)	Disability (\$68 female/\$31 male)	Health Insurance	NYS Paid Family Leave	Workers Compensation	Retirement	Total Salary	Total Benefits	Salary and Benefits
Library Director	\$ 45,500.00	\$ 3,480.75	\$ 68.00	\$12,000.00	\$ 145.00	\$ 282.10	\$ 3,600.00	\$ 45,500.00	\$ 19,575.85	\$ 65,075.85
Children's Librarian	\$ 36,400.00	\$ 2,784.60	\$ 68.00	\$12,000.00	\$ 145.00	\$ 225.68	\$ 3,600.00	\$ 36,400.00	\$ 18,823.28	\$ 55,223.28
Library Clerk	\$ 18,720.00	\$ 1,432.08	\$ 68.00	\$ -	\$ 145.00	\$ 116.06	\$ 2,400.00	\$ 18,720.00	\$ 4,161.14	\$ 22,881.14
Library Clerk	\$ 18,720.00	\$ 1,432.08	\$ 68.00	\$ -	\$ 145.00	\$ 116.06	\$ 2,400.00	\$ 18,720.00	\$ 4,161.14	\$ 22,881.14
Library Page	\$ 12,480.00	\$ 954.72	\$ 31.00	\$ -	\$ 145.00	\$ 77.38	\$ 1,800.00	\$ 12,480.00	\$ 3,008.10	\$ 15,488.10
								\$131,820.00	\$49,729.51	\$ 181,549.51

Taxes: .0765 is the standard state/federal income tax rate based on an employee's salary in NYS. This covers all applicable state/federal income taxes including social security.

Disability: Required annual fee established by NYS. It is typically higher for female employees. Contact your disability insurance provider for current annual rate per employee.

NYS Paid Family Leave: Libraries are encouraged to incur this cost on behalf of the employee. Visit this link to determine annual cost per employee based on their bi-weekly salary. <https://paidfamilyleave.ny.gov/paid-family-leave-calculator2024>

Workers Compensation: Required annual fee established by NYS. It is based on rate established by insurance industry. Rate varies by job title. Higher risk job titles have higher rates. Contact your workers compensation insurance provider for current annual rate per employee's salary.

Retirement: Retirement is something all libraries should be able to provide full and part time employees. Contact STLS to learn how your board can afford this for paid employees.

1. The first part of the paper is devoted to the study of the properties of the function $f(x)$ defined by the equation

$$f(x) = \int_0^x \frac{1}{1+t^2} dt, \quad x \in \mathbb{R}.$$

It is shown that the function $f(x)$ is strictly increasing and concave down on the interval $(-\infty, \infty)$.

2. In the second part of the paper, we consider the problem of finding the maximum value of the function

$$g(x) = \int_0^x \frac{1}{1+t^2} dt - \frac{x^2}{2}, \quad x \in \mathbb{R}.$$

It is shown that the function $g(x)$ has a unique maximum at $x=0$ and that the maximum value is $\frac{\pi^2}{12}$.

x	f(x)	g(x)	f'(x)	g'(x)	f''(x)	g''(x)
-2	0.1107	-0.1888	-0.2000	-2.0000	-0.2000	-2.0000
-1	0.1107	-0.1888	-0.5000	-1.0000	-0.5000	-1.0000
0	0.1107	-0.1888	-1.0000	0.0000	-1.0000	0.0000
1	0.1107	-0.1888	-0.5000	-1.0000	-0.5000	-1.0000
2	0.1107	-0.1888	-0.2000	-2.0000	-0.2000	-2.0000

Options for Tax Levy 2025 – DRAFT – pending STLS guidance

Option 1 – No increase. \$177,580

Option 2 – 3.5% FYE 2025 Tax Levy Limit, Adjusted for Transfers plus Exclusions

Max allowable without an override/vote: \$183,722

Increased by \$6,142

Per NYS Comptroller

Option 3 – 10%

Fiscal year ending 2025 Proposed Levy: \$195,338

Difference Between Tax Levy Limit and Proposed Levy is \$11,616

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

Meeting: Wednesday, October 23rd, 2024 • 3pm

Circulation	September 2024	August 2024
Digital Collection Circ	213	205
Physical Circ	541	815
TOTAL CIRC	754	1,020
Operations		
Patrons/Library Visits	878	1,081
Visitors/Tourists	187	312
Volunteer Hours	21.5	75.5
Computer Use	56	36
Printing/Copies	13	18
Meeting Space Non-Library	26	23
Wireless Use (Unique Users)	61	67
New User Registration	7	11
Holds Placed in STARCat	54	45
Holds Received	95	104
Holds Filled	140	129
New Items Added	7	20
Website Unique Users	167	283
Programs & Events		
Early Literacy Programs (0-5) sessions), attendance total 4 onsite; 4offsite	Storytime (4), 24 Havana Glen Storytime (40), 22	Storytime (3), 13 Havana Glen Storytime (4), 30 Music & Movement w/ Alicia (4), 60
Youth Programs (6-12) 1 onsite, 10 total	Read to a Dog (1), 10	SLP Stained Glass Horses (1), 5 SLP Winterberry Homestead (1), 64 SLP Safe Pets (1), 5 SLP Cardboard Animals (1), 5 SLP Messtival (1), 75 SLP K-9 Unit (1), 45 Fire in our Forests (1), 5
Teen Program (13-18)	Pumpkin Carving (1), 1	
Adult Programs (18+)	VA SAVE Training (3), 13 Fantasy Book Club (1), 9	Art Workshop 3D Photos W/ Cynthia (1), 6 Fantasy Book Club Meet & Greet (1), 4
General Interest 5 onsite, 155 total	Art Workshop (2) 21 Swifties (1) 7	Comm Solar (2), 15 Orchestra (2), 103
In-House Outreach (1), 10 total		

Operations / Internal Projects / Facility

- Library hours: Sun/Mon CLOSED; Tues/Thurs/Fri 11am – 6pm; Wed 3-7pm; Sat 11am-3pm
- Closed November 11 for Veterans' Day
- Will close for Phase 2 of construction aid. Dates pending.
- 2025 Budget
- Fundraising – FLXGives & Letter Campaign
- Harvest Festival 10/5 - 900 patrons and \$902 for the Book Sale!
- Preparations for Phase 2 of construction aid; clearing basement
- Legal forms are available through NOVELny

- November & December Board Meetings: confirm 2025 meeting dates, appoint committees and chairs, vote in new trustees/officers/treasurer, vote to adopt policies
- Hosted STLS Board Meeting 9/17
- Received letter of support from Village, COA will be 11/20

Meetings, Trainings, and Committees

- Montour Falls Harvest Festival Committee
- STLS Directors Advisory Committee – Dundee 10/4
- STLS Annual Meeting - Steele Memorial Library 9/25
- FLXGives Training
- Schuyler County Human Services Committee
- 9/10 - MFL Personnel, Witches Ball, DAC Circ, Staff Meeting
- STLS Cataloging Advisory
- MFL Officer Meetings

Partnerships & Collaborations

- Cornell Cooperative Extension; Taste of Montour; Schuyler Historical Society; Bath VA Medical Center; ARTS Council & Karey Solomon; OMCS; Schuyler Libraries

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 dates pending.
- Georgia and Mark Taylor Fund at the Community Foundation - \$500 unrestricted

Upcoming Programs & Events

- Storytimes - Tuesdays & Fridays at 10am
Read to a Dog – First Tuesdays 2-4pm
- Songbirds & Swifties – October 29, November 25 at 4pm
- 50 States Book Club – November 8
- SOFLX Pride GATLAS – Wednesdays 3-4pm

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
- Library cardholders from any STLS member library can use any of the 48 libraries in Schuyler, Chemung, Yates, Alleghany, and Steuben Counties.
- Libby for free digital content
- JobNow, Peterson's Test Prep, Ground News
- Tech support and meeting space available by appointment

Respectfully submitted by Jessica Westlake • October 23rd, 2024