

Montour Falls Memorial Library  
Board Meeting Agenda  
Wednesday, November 20th, 2024, at 3pm  
\*Needs board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
  - Adjustments to move funds \*
  - Move \$1,500 from collections to line 6602 for Insero
- President's Report
- Committee Reports
  - Building & Grounds Committee
  - Finance/Executive Committee
  - Fundraising/Grants/Community Relations Committee
    - Letter campaign update
    - FLXGives
  - Historical Records & Artifacts Committee
  - Personnel/Nominating/Policies Committee
- Director's Report
  - Halco Update – Closure dates, COA, prep space
  - Policies from September's Meeting \*
  - Human Services
  - Volunteer Appreciation & Info Session – Monday, December 25, 6-8pm
  - Kanopy, Mango Languages
  - New staff
  - Annual Board Meeting on December meeting location: Cascata Weddings & Events, 224 W Main St Montour Falls. December 11<sup>th</sup>, 3-5pm.
- Adjournment



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

Meeting held Wednesday October 23, 2024

**Trustees present:** Noah Bump, Bruce Boughton, Sam Sharma, Elaine Dalrymple, Phil Cherry  
**Others Present:** Jess Westlake  
**Trustees absent:** Jen Fisher

The meeting was called to order by Noah at 3:01 PM.

**Minutes** – Minutes from the September 2024 meeting were reviewed and approved. Motion: Elaine; 2nd: Phil. Motion passed unanimously.

**Public Expression** – None present.

**Treasurer's Report** – Bruce explained the monthly financial report to the group. There was some discussion about payroll fees and taxes and the treasurer's report was then approved unanimously after a motion to approve was offered by Noah and seconded by Sam. Jess and Bruce then suggested we properly reflect the purchase of our new vacuum (approximately \$500 in value) in the current budget. After some discussion, Phil motioned to move \$500 from Collections line 6100 to Cleaning line 6325.01. The motion was seconded by Noah and passed unanimously.

The group then discussed the three options for our action on the tax hike issue. 1. Ask for no increase, 2. A 3.5% increase or 3. A 10% increase. It was noted that due to mathematical calculations known to STLS, the actual increase is something less than the stated values. The group then struggled with what request to make. The group felt that a 10% request was justifiable, as costs continue to rise, and our plan is to funnel the new money into new staff and longer hours open to the public. Elaine motioned to propose Option #3, Noah provided a 2<sup>nd</sup>. Motion was approved unanimously.

The group then discussed the 2025 budget. After some discussion, Elaine motioned to provisionally accept the 2025 budget as shown in the 2025 budget worksheet handout, column D, reflecting the proposed 10% increase in revenues, pending resolution of the tax question in May 2025. Noah provided a second and the motion passed unanimously.

**President's Report** – Jen was absent.

**Committee Reports**

- Buildings and Grounds – Did not meet.
- Finance – Met earlier last week to discuss the budget. A new meeting needs to be scheduled.
- Fundraising/Grants/Community Relations – Did not meet, however Noah has had several discussions with Jess about fundraising efforts as follows:
  - The letter campaign is almost ready. Jess hopes to have it out ASAP.
  - FLX Gives is 11/14&15. It's a good opportunity to raise funds. The group discussed specific projects (HVAC, Climate?) that we could advertise as being funded through FLX Gives – or some other needed task/thing.
  - Noah felt a new meeting should be called.

- Historical Records and Artifacts - Did not meet.
- Personnel/Nominating/Policies – Did not Meet.

**Director's Report –**

Jess reviewed her report with the Board noting:

- The library has received the support letter from the Village Panning commission for our HVAC work. Halco has advised us that we need to empty the basement for the work to commence. Jess has lined up the boys scouts to help, however finding a storage space for what may amount to perhaps a month may be difficult. Bruce offered to see if he could find a solution or perhaps, we'll need to rent some sort of container.
- The Harvest festival book sale net \$903 for the day and the attendance in the library during the festival was stupendous.
- The three policies (FOIL, Capital Fund and Materials Challenge policies) shared last month are still under consideration and Jess asked for any changes ASAP.
- Jess noted that there is still a great need for human services in the village, particularly for the homeless, at-risk youth and seniors needing support.
- Jess is working to schedule a volunteer Thank you party. Bruce suggested combining it with a trustee/employees event.
- Jess pointed out the [NOVELny](#) database of legal forms and suggested we all take a look. Very cool.

**Adjournment –** Motion made by Elaine. 2<sup>nd</sup> by phil. The motion passed unanimously at 4:20 PM.

**Next Meeting –** Wednesday, November 20, 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 Financial Position

As of October 31, 2024

	AS OF OCT 31, 2024	TOTAL AS OF OCT 31, 2023 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	6,800.89	56,596.90	-49,796.01
1003 Visions Checking Account	0.00	93.26	-93.26
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,987.15	-15,987.15
1005 Visions Saving Account	0.00	84,015.15	-84,015.15
1006 Petty Cash	100.00	100.00	0.00
1007 CCTC Now Account	123,176.98		
<b>Total 1000 Cash</b>	<b>130,077.87</b>	<b>156,792.46</b>	<b>-26,714.59</b>
<b>Total Bank Accounts</b>	<b>\$130,077.87</b>	<b>\$156,792.46</b>	<b>\$ -26,714.59</b>
<b>Total Current Assets</b>	<b>\$130,077.87</b>	<b>\$156,792.46</b>	<b>\$ -26,714.59</b>
<b>TOTAL ASSETS</b>	<b>\$130,077.87</b>	<b>\$156,792.46</b>	<b>\$ -26,714.59</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	298.70	969.86	-671.16
<b>Total Accounts Payable</b>	<b>\$298.70</b>	<b>\$969.86</b>	<b>\$ -671.16</b>
Credit Cards			
2010 CCTC - Credit Card	363.48	1,035.71	-672.23
<b>Total Credit Cards</b>	<b>\$363.48</b>	<b>\$1,035.71</b>	<b>\$ -672.23</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	38,282.04	21,564.10	16,717.94
2040.02 Social Security	-41,549.12	-28,667.89	-12,881.23
2040.03 Medicare	3,049.90	6,218.62	-3,168.72
2040.04 NYS Withholding	338.31	186.48	151.83
2040.05 NYS Unemployment Tax	297.48	250.30	47.18
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
<b>Total 2040 Payroll Liabilities</b>	<b>511.86</b>	<b>-355.14</b>	<b>867.00</b>
<b>Total Other Current Liabilities</b>	<b>\$1,434.00</b>	<b>\$567.00</b>	<b>\$867.00</b>
<b>Total Current Liabilities</b>	<b>\$2,096.18</b>	<b>\$2,572.57</b>	<b>\$ -476.39</b>
<b>Total Liabilities</b>	<b>\$2,096.18</b>	<b>\$2,572.57</b>	<b>\$ -476.39</b>



# Montour Falls Memorial Library

## Statement of Financial Position

As of October 31, 2024

	AS OF OCT 31, 2024	TOTAL	
		AS OF OCT 31, 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	-148,643.49	-92,970.01	-55,673.48
<b>Total Equity</b>	<b>\$127,981.69</b>	<b>\$154,219.89</b>	<b>\$ -26,238.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$130,077.87</b>	<b>\$156,792.46</b>	<b>\$ -26,714.59</b>

# Montour Falls Memorial Library

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

January - October, 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	124.22		124.22
4101 Book Sales	1,675.00		1,675.00
4102 Donations - General	2,850.00		2,850.00
4104 Fundraising Other		23,250.00	-23,250.00
<b>Total 4100 Fundraising</b>	<b>4,649.22</b>	<b>23,250.00</b>	<b>-18,600.78</b>
4200 Grants			
4203 Southern Tier Foundation	1,700.00		1,700.00
<b>Total 4200 Grants</b>	<b>1,700.00</b>		<b>1,700.00</b>
4300 STLS Service Aid		1,500.00	-1,500.00
4500 Interest	1,957.24	2,000.00	-42.76
4525 Dividends	333.75		333.75
4602 Anagnost - Summer Learning Program	1,250.00		1,250.00
<b>Total Revenue</b>	<b>\$9,998.21</b>	<b>\$205,383.00</b>	<b>\$ -195,384.79</b>
GROSS PROFIT	<b>\$9,998.21</b>	<b>\$205,383.00</b>	<b>\$ -195,384.79</b>
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	44,437.50	133,740.00	-89,302.50
5030 Library Assistant - Gen	45,964.00		45,964.00
<b>Total 5000 Payroll Exp - General</b>	<b>90,401.50</b>	<b>133,740.00</b>	<b>-43,338.50</b>
5100 Payroll Exp - Early Lit			
5130 Library Assistant - Chil	2,088.00		2,088.00
<b>Total 5100 Payroll Exp - Early Lit</b>	<b>2,088.00</b>		<b>2,088.00</b>
5200 Payroll Taxes			
5210 Payroll Taxes General		9,724.00	-9,724.00
5211 Social Security - Genera	5,734.33		5,734.33
5212 Medicare General	1,341.09		1,341.09
5213 NYS Unemployment Tax - General	1,054.79		1,054.79
5214 NYS Re-employment Tax - General	111.42		111.42
<b>Total 5210 Payroll Taxes General</b>	<b>8,241.63</b>	<b>9,724.00</b>	<b>-1,482.37</b>
Payroll Taxes General Li	0.02		0.02
<b>Total 5200 Payroll Taxes</b>	<b>8,241.65</b>	<b>9,724.00</b>	<b>-1,482.35</b>
6000 Employee Expense	1,444.65	4,990.00	-3,545.35
6100 Collections		17,500.00	-17,500.00
6110 Print Material General	7,342.41		7,342.41
6130 Electronic Materials Gen	758.42		758.42
6140 Other Materials (audio b	394.25		394.25
<b>Total 6100 Collections</b>	<b>8,495.08</b>	<b>17,500.00</b>	<b>-9,004.92</b>
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00

# Montour Falls Memorial Library

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

January - October, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6220 Utilities	2,625.91	4,500.00	-1,874.09
6230 Insurance -General	2,401.66	2,100.00	301.66
6240 Other	43.74	2,500.00	-2,456.26
<b>Total 6200 Operations &amp; Maint.</b>	<b>5,071.31</b>	<b>10,100.00</b>	<b>-5,028.69</b>
6300 Office Supplies	339.39	3,000.00	-2,660.61
6300.01 Toner	42.97		42.97
6300.02 Paper	53.09		53.09
6300.03 Other	794.23		794.23
<b>Total 6300 Office Supplies</b>	<b>1,229.68</b>	<b>3,000.00</b>	<b>-1,770.32</b>
6325 Cleaning	1,800.00		1,800.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	825.62	650.00	175.62
<b>Total 6325 Cleaning</b>	<b>2,625.62</b>	<b>5,330.00</b>	<b>-2,704.38</b>
6400 Telecom/Internet/Phone	1,374.69	1,704.00	-329.31
6500 Postage/Shipping	136.99	500.00	-363.01
6600 Accounting Fees			
6601 Bookkeeper	1,867.50	2,500.00	-632.50
6602 Tax Preparation Fee	2,200.00	2,500.00	-300.00
<b>Total 6600 Accounting Fees</b>	<b>4,067.50</b>	<b>5,000.00</b>	<b>-932.50</b>
6700 Equipment	339.98	1,500.00	-1,160.02
6700.01 Equip - So. Tier Found. Grant	1,281.97		1,281.97
<b>Total 6700 Equipment</b>	<b>1,621.95</b>	<b>1,500.00</b>	<b>121.95</b>
6750 2022-2024 Construction Aid	20,814.30		20,814.30
6800 Technology/Software	1,853.51	2,582.00	-728.49
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
<b>Total 6900 Program Expenses</b>	<b>4,395.74</b>	<b>3,000.00</b>	<b>1,395.74</b>
7000 Continuing Ed/Seminars	370.00	2,000.00	-1,630.00
7100 Publicity/Advertising	214.53	600.00	-385.47
7200 Dues & Subscriptions	413.00	750.00	-337.00
7300 Cost Share STLS	3,782.00	4,000.00	-218.00
<b>Total Expenditures</b>	<b>\$158,641.70</b>	<b>\$206,020.00</b>	<b>\$-47,378.30</b>
NET OPERATING REVENUE	<b>\$-148,643.49</b>	<b>\$-637.00</b>	<b>\$-148,006.49</b>
NET REVENUE	<b>\$-148,643.49</b>	<b>\$-637.00</b>	<b>\$-148,006.49</b>

# Montour Falls Memorial Library

## Statement of Activity

October 2024

	TOTAL		
	OCT 2024	OCT 2023 (PY)	CHANGE
Revenue			
4010 Copying/Printing		2.75	-2.75
4100 Fundraising	124.22		124.22
4101 Book Sales	902.00	900.00	2.00
4102 Donations - General	122.00	200.00	-78.00
4104 Fundraising Other		12.47	-12.47
<b>Total 4100 Fundraising</b>	<b>1,148.22</b>	<b>1,112.47</b>	<b>35.75</b>
4205 Renovations Grant - 2023		48,431.00	-48,431.00
4300 STLS Service Aid		1,434.00	-1,434.00
4500 Interest	165.50	84.91	80.59
4602 Anagnost - Summer Learning Program	250.00		250.00
<b>Total Revenue</b>	<b>\$1,563.72</b>	<b>\$51,065.13</b>	<b>\$ -49,501.41</b>
GROSS PROFIT	<b>\$1,563.72</b>	<b>\$51,065.13</b>	<b>\$ -49,501.41</b>
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	6,000.00	3,778.56	2,221.44
5030 Library Assistant - Gen	5,751.50	2,773.06	2,978.44
<b>Total 5000 Payroll Exp - General</b>	<b>11,751.50</b>	<b>6,551.62</b>	<b>5,199.88</b>
5200 Payroll Taxes			
5210 Payroll Taxes General			
5211 Social Security - Genera	728.57	406.21	322.36
5212 Medicare General	170.39	94.99	75.40
5213 NYS Unemployment Tax - General	101.65	56.16	45.49
5214 NYS Re-employment Tax - General	3.77	2.08	1.69
<b>Total 5210 Payroll Taxes General</b>	<b>1,004.38</b>	<b>559.44</b>	<b>444.94</b>
Payroll Taxes General Li	0.02	0.00	0.02
<b>Total 5200 Payroll Taxes</b>	<b>1,004.40</b>	<b>559.44</b>	<b>444.96</b>
6100 Collections			
6110 Print Material General	978.28	824.09	154.19
6130 Electronic Materials Gen	112.76		112.76
<b>Total 6100 Collections</b>	<b>1,091.04</b>	<b>824.09</b>	<b>266.95</b>
6200 Operations & Maint.			
6220 Utilities	365.05	297.46	67.59
<b>Total 6200 Operations &amp; Maint.</b>	<b>365.05</b>	<b>297.46</b>	<b>67.59</b>
6300 Office Supplies	27.00	162.37	-135.37
6300.03 Other	49.94		49.94
<b>Total 6300 Office Supplies</b>	<b>76.94</b>	<b>162.37</b>	<b>-85.43</b>
6325 Cleaning		540.00	-540.00
6400 Telecom/Internet/Phone	340.88	310.76	30.12
6500 Postage/Shipping		66.00	-66.00



# Montour Falls Memorial Library

## Statement of Activity

October 2024

		TOTAL	
	OCT 2024	OCT 2023 (PY)	CHANGE
6600 Accounting Fees			
6601 Bookkeeper	157.50	232.50	-75.00
<b>Total 6600 Accounting Fees</b>	<b>157.50</b>	<b>232.50</b>	<b>-75.00</b>
6700 Equipment	339.98		339.98
6750 2022-2024 Construction Aid	20,814.30		20,814.30
6800 Technology/Software	125.28	157.68	-32.40
6900 Program Expenses			
6910 Program Exp - General		153.28	-153.28
6931 So. Tier Library Found - Summer Concerts		800.00	-800.00
<b>Total 6900 Program Expenses</b>		<b>953.28</b>	<b>-953.28</b>
7000 Continuing Ed/Seminars	-370.00		-370.00
7100 Publicity/Advertising	29.99	12.00	17.99
<b>Total Expenditures</b>	<b>\$35,726.86</b>	<b>\$10,667.20</b>	<b>\$25,059.66</b>
NET OPERATING REVENUE	<b>\$-34,163.14</b>	<b>\$40,397.93</b>	<b>\$-74,561.07</b>
NET REVENUE	<b>\$-34,163.14</b>	<b>\$40,397.93</b>	<b>\$-74,561.07</b>

Director's Report for September 2024 | Montour Falls Memorial Library  
Meeting: Wednesday, October 23rd, 2024 • 3pm

Circulation	October 2024	September 2024
Digital Collection Circ	196	213
Physical Circ	714	541
<b>TOTAL CIRC</b>	<b>910</b>	<b>754</b>
Operations		
Patrons/Library Visits	1940 (Harvest Fest)	878
Visitors/Tourists	294	187
Volunteer Hours	58.5	21.5
Computer Use	59	56
Printing/Copies	15	13
Meeting Space Non-Library	56	26
Wireless Use (Unique Users)	52	61
New User Registration	43	7
Holds Placed in STARCat	32	54
Holds Received	110	95
Holds Filled	161	140
New Items Added	85	7
Website Unique Users	222	167
Programs & Events		
Early Literacy Programs (0-5) (# of sessions), total attendance 10 onsite, 62 total	Storytime (9), 58 Witches Ball Activities (1), 4	Storytime (4), 24 Havana Glen Storytime (40), 22
Youth Programs (6-12) 1 onsite, 10 total	Read to a Dog (1), 15 Cardboard Can Boo! (1), 6 BC Cate Elementary Tour (1), 47	Read to a Dog (1), 10
Teen Program (13-18)	Pumpkin Carving Contest (1), 7	-
Adult Programs (18+)	Tatting Class (1), 14 OPWDD Movie Night (1), 27 50 States Book Club (1), 3 Fantasy & Fae Book Club (1), 6 OMCS Meet & Greet @ Odessa Lib (1), 3	VA SAVE Training (3), 13 Fantasy Book Club (1), 9
General Interest 5 onsite, 155 total	Harvest Festival / Book Sale (1), 900 Witches Ball (1), 50 Author Reading w/ Rikki Marcin (1), 5 Swifties (1), 6	Art Workshop (2) 21 Swifties (1) 7
In-House Outreach	-	-

**Operations / Internal Projects / Facility**

- Library hours: Sun/Mon CLOSED; Tues/Thurs/Fri 11am – 6pm; Wed 3-7pm; Sat 11am-3pm
- Closure Dates for Halco: Tuesday 11/26 and 12/2 - 12/21\*
- Reworking Budget worksheet for continuity of language and per STLS guidance
- Fundraising – FLXGives & Letter Campaign. 84 letters sent and more to go
- Preparations for Phase 2 of construction aid; basement prep, WFH assignments for staff
- Winter/spring projects – by-laws, Strategic Planning, Tax Levy Campaign, utilize Microsoft Forms, Collection Maintenance, prep for Annual Report and Library Advocacy Month



- December Board Meeting: confirm 2025 meeting dates, appoint committees and chairs, vote in new trustees/officers/treasurer, vote on policies
- Received letter of support from Village, COA will be 11/20 at 7pm
- Kanopy and Mango Languages coming in 2025!

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

- STLS Gather & Grow Friday 12/6, 9:30am – 3:45pm. Virtual learning & connection for trustees & staff
- STLS Directors Advisory Committee – Dundee 10/4
- ARTS Council Info Session
- MFL Officer Meetings; Village Planning Board, Village Board Meeting
- Halco; Harvest fest

#### **Partnerships & Collaborations**

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

#### **Grants & Funding**

- Foundation for Southern Tier Libraries Grant for patron computer 5/9 \$1700
- Construction Aid - \$53,813; Phase 1 is complete. Phase 2 dates finalized.
- Applying for Libraries Transforming Communities: Accessible Small and Rural Communities

#### **Upcoming Programs & Events**

- STLS Gather & Grow Friday 12/6, 9:30am – 3:45pm. Virtual learning & connection for trustees & staff.
- CCE Parent Educator – Nov 23, 12 – 3pm
- Sustainable Montour Falls Educator Progress Report to the Community – Nov 23, 12 - 3pm
- Songbirds & Swifties – Nov 25 at 4pm
- Songwriting Workshop w/ Carol Mikoda – Nov 25 at 4pm (ages 10+) Admin by Odessa Lib, hosted at MFL
- December Programs are paused
- Yoga expected to return in 2025

#### **Services & Resources**

- Computer Use; printing/copies \$0.25 per side; scan to email is free
- Compost drop spot (increased use! Village considering larger totes as opposed to additional pick-ups)
- Med Project envelopes for safe med disposal; COVID test kits
- 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
- JobNow, Peterson's Test Prep, Ground News
- Tech support and meeting space available by appointment

**President's Report**  
**October/November 2024**

10/21/2024: Conducted exit interview with Hannah Rosier, director in attendance.

11/2/2024: Confirmed finalized fundraising letter with director.

11/4/2024: Met with director. Reviewed budgeting and the likely need to have personnel meet regarding wages, adjustment of line items, a possible STLS/MFL merch store to support fundraising, collections budget comparison, EOP grant and director's continuing education, planning trustee info and volunteer appreciation event, Friends of the Library, fundraising letters.

11/12/2024: Invited prospective board members to Volunteer Appreciation event.

11/15/2024: Signed 990 for 2023.

11/19/2024: Met with director. Reviewed Teams file sharing, Halco equipment placement and closing dates, renaming line items and adjusting funds to spend out 2024, volunteer programs, Volunteer Thank You and Trustee Informational Session, meeting with Brian & Erica from STLS to create a priority timeline for 2025.