

Montour Falls Memorial Library • Board Meeting Agenda
Wednesday, February 26th at 5:30pm • Trustee Training with STLS at 4:30pm
2025 *Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - Carryover*
 - Signatures for Chemung Canal Trust Company*
- President's Report
 - Review committees and chairs
 - Executive Session for Personnel*
- Committee Reports
 - Building & Grounds Committee
 - Finance/Executive Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee
- Director's Report
 - Annual Report
 - Halco Update
 - ALA Grant
 - Library Advocacy Season
 - Trustee emails
- Adjournment

Wiederholung für die 2. Runde
Fragen zur 1. Runde

1. Name des Projekts

2. Zielsetzung

3. Verantwortliche Person

- Datum
- Begründung für die Durchführung

4. Projektziele

- Was ist das Ziel?
- Welche Ergebnisse sind zu erwarten?

5. Projektorganisation

- Projektleiter
- Projektsponsor
- Projektschirmherrschaft
- Projektschirmherrschaft
- Projektschirmherrschaft
- Projektschirmherrschaft

6. Projektbudget

- Anträge
- Kosten
- Erlöse
- Risiko
- Nutzen

7. Projektabschluss



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

Meeting held Tuesday, January 14th at 3:30pm at the library

Trustees present: Jen Fisher, Noah Bump, Bruce Boughton, Amanda Wiley

Others Present: Jess Westlake, Katie Serrine

Trustees absent: Richard Keech-Sweet, Katherine Herleman

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 – Katie Serrine shared her prior two experiences as a trustee, that she is happy with current role as a volunteer and made a suggestion to leave lights on at night to illuminate the Tiffany windows.

Treasurer's Report –

- Will allocate funds to adjust budget at the February meeting pending STLS guidance.
- Motion to go into executive session to determine staff wages was made by JF and seconded by NB. All approved.
- Motion to approve staff wages by NB and seconded by BB. All approved.

President's Report – October/November 2024

- Motion by Jen to approve the following committee members and their chairs. Chairs are named first
 - Finance: BB, JF, NB, AW
 - Personnel: JF, RS
 - Historical Records & Artifacts: NB, RS
 - Fundraising: KH, NB, BB
 - Building & Grounds: AW, KH
 - Executive Committee: JF, NB, BB, AW
- Motion to appoint treasurer, BB, was made by JF and seconded by NB. All approved.
- Motion to appoint AW as secretary was made by BB and seconded by NB. All approved.
- KS would like to be on the building & grounds committee

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 –

Director reviewed her report with the Board noting:

- Annual Report Party on 2/16, 9am – 12pm at STLS in Painted Post. Due February 21st at 5pm.
- Halco final walkthrough; need to tie up loose ends and will schedule. The vault room did not have temperature control. Grant deadline is in June 2025. The shed is empty and ready to be removed. Notified Village in December that the old furnace equipment is ready to be removed.
- Library Advocacy Day is February 5th – Library will be closed so staff can attend the STLS bus trip to Albany with colleagues. STLS member libraries will meet with legislators to share why library funding is important.

Adjournment – Motion made by BB. 2nd by NB. The motion passed unanimously at 4:14PM

Next Meeting – Wednesday, February 26th, 2025, at 4:00 PM at the library.

Minutes respectfully submitted by Jess Westlake

Montour Falls Memorial Library

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

January 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4010 Copying/Printing	44.10		44.10
4100 Fundraising			
4102 Donations - General	172.76		172.76
Total 4100 Fundraising	172.76		172.76
4500 Interest	272.96		272.96
Total Revenue	\$489.82	\$0.00	\$489.82
GROSS PROFIT	\$489.82	\$0.00	\$489.82
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	4,040.00		4,040.00
5030 Library Assistant - Gen	4,125.72		4,125.72
Total 5000 Payroll Exp - General	8,165.72		8,165.72
5100 Payroll Exp - Early Lit			
5130 Library Assistant - Chil	440.64		440.64
Total 5100 Payroll Exp - Early Lit	440.64		440.64
5200 Payroll Taxes			
5210 Payroll Taxes General			
5211 Social Security - Genera	533.61		533.61
5212 Medicare General	124.79		124.79
5213 NYS Unemployment Tax - General	174.28		174.28
5214 NYS Re-employment Tax - General	6.46		6.46
Total 5210 Payroll Taxes General	839.14		839.14
Payroll Taxes General Li	-0.01		-0.01
Total 5200 Payroll Taxes	839.13		839.13
6000 Employee Expense	1,358.00		1,358.00
6100 Collections			
6110 Print Material General	44.56		44.56
Total 6100 Collections	44.56		44.56
6200 Operations & Maint.			
6220 Utilities	241.34		241.34
6240 Other	57.52		57.52
Total 6200 Operations & Maint.	298.86		298.86
6300 Office Supplies	27.00		27.00
6400 Telecom/Internet/Phone	356.78		356.78
6600 Accounting Fees			
6601 Bookkeeper	172.50		172.50
Total 6600 Accounting Fees	172.50		172.50
6750 2022-2024 Construction Aid	27,752.40		27,752.40
6800 Technology/Software	125.28		125.28
6900 Program Expenses			

Montour Falls Memorial Library

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

January 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6910 Program Exp - General	288.00		288.00
Total 6900 Program Expenses	288.00		288.00
7100 Publicity/Advertising	50.16		50.16
7200 Dues	63.00		63.00
7300 STLS ISL Cost Shares	3,859.00		3,859.00
Total Expenditures	\$43,841.03	\$0.00	\$43,841.03
NET OPERATING REVENUE	\$-43,351.21	\$0.00	\$-43,351.21
NET REVENUE	\$-43,351.21	\$0.00	\$-43,351.21

Montour Falls Memorial Library

Statement of Financial Position

As of January 31, 2025

	TOTAL		
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	723.81	22,831.01	-22,107.20
1001.01 Capital Improvement Account	2,522.19		2,522.19
Total 1001 General Library Checking	3,246.00	22,831.01	-19,585.01
1003 Visions Checking Account (deleted)	0.00	94.88	-94.88
1005 Visions Saving Account (deleted)	0.00	244,792.27	-244,792.27
1006 Petty Cash	100.00	100.00	0.00
1007 CCTC Now Account	221,076.44		221,076.44
Total 1000 Cash	224,422.44	267,818.16	-43,395.72
Total Bank Accounts	\$224,422.44	\$267,818.16	\$-43,395.72
Total Current Assets	\$224,422.44	\$267,818.16	\$-43,395.72
TOTAL ASSETS	\$224,422.44	\$267,818.16	\$-43,395.72
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	172.50	4,877.36	-4,704.86
Total Accounts Payable	\$172.50	\$4,877.36	\$-4,704.86
Credit Cards			
2010 CCTC - Credit Card	769.36	1,410.55	-641.19
Total Credit Cards	\$769.36	\$1,410.55	\$-641.19
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
2035.09 Capital Improvements	2,522.19		2,522.19
Total 2035 Restricted Grants	2,544.33	22.14	2,522.19
2040 Payroll Liabilities			
2040.01 Federal Withholding	41,447.70	25,214.14	16,233.56
2040.02 Social Security	-44,782.73	-31,626.11	-13,156.62
2040.03 Medicare	2,449.86	5,526.80	-3,076.94
2040.04 NYS Withholding	0.00	214.86	-214.86
2040.05 NYS Unemployment Tax	192.06	340.70	-148.64
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	-599.86	-236.36	-363.50
Total Other Current Liabilities	\$2,844.47	\$685.78	\$2,158.69

Montour Falls Memorial Library

Statement of Financial Position

As of January 31, 2025

	TOTAL		
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)	CHANGE
Total Current Liabilities	\$3,786.33	\$6,973.69	\$-3,187.36
Total Liabilities	\$3,786.33	\$6,973.69	\$-3,187.36
Equity			
3001 Opening Balance Equity Account	213,267.20	213,267.20	0.00
3002 Retained Earnings	50,720.12	63,357.98	-12,637.86
Net Revenue	-43,351.21	-15,780.71	-27,570.50
Total Equity	\$220,636.11	\$260,844.47	\$-40,208.36
TOTAL LIABILITIES AND EQUITY	\$224,422.44	\$267,818.16	\$-43,395.72

Director's Report for January 2025 • Montour Falls Memorial Library
 Meeting: Wednesday, February 26th • 5:30pm • Trustee Training at 4:30pm

2025-

Circulation	January 2025	December 2024
Digital Collection Circ	N/A	222
Physical Circ	558	198
TOTAL CIRC	558+	420
Operations		
Patrons/Library Visits	694	123
Visitors/Tourists	12	0
Volunteer Hours	25	57
Computer Use	34	0
Printing/Copies	12	0
Meeting Space Non-Library	19	0
Wireless Use (Unique)	48	32
New User Registration	10	0
Holds Placed in STARCcat	28	70
Holds Received	91	8
Holds Filled	175	20
New Items Added	15	21
Website Unique Users	155	152
Programs & Events	(# of sessions), total attendance	(# of sessions), total attendance
Early Literacy Programs (0-5) 6 onsite, 30 total	7 Storytimes – 28 Corning Science & Discovery – 13 2 HeadStart Storytimes - 35	-
Youth (6-12)	-	-
Teen/Young Adult (13-17)	-	-
Adult (18+) 2 offsite,	1 Arc Reindeer Games - 25	Joyful Joyful Concert @ WGPL (1), 8 Arc Movie Night @ Neighborhood Center (1), 14
General Interest 3 onsite, 155 total	-	-
In-House Outreach	-	-

Operations / Internal Projects / Facility

- Library hours: Sun/Mon CLOSED; Tuesday 11 am – 5pm, Wednesday 3pm – 7pm, Thursday 11am – 5pm, Friday 11am 5pm, Saturday 11am – 3pm
- Winter/spring projects – Basement, by-laws, Strategic Planning, Tax Levy Campaign, staff workspaces, utilize Microsoft Forms, Annual Report and Library Advocacy Month
- Annual Report submitted on February 22nd

Meetings, Trainings, and Committees

- Halco, Trustee Handbook, Kanopy & Mango Languages, STLS SAC, Sustainable Montour Falls, LWRP, Schuyler Directors' Meeting, Trustee Handbook Book Club, Interview

Partnerships & Collaborations

- Schuyler Libraries, OMCS, HeadStart, Arc of Chemung-Schuyler, OPWDD

Grants & Funding

- Foundation for Southern Tier Libraries Grant for patron computer 5/9 \$1700; grant is open for 2025 season
- Construction Aid - \$53,813
- Applied for Libraries Transforming Communities: Accessible Small and Rural Communities

Upcoming Programs & Events

- Fantasy Book Club last Tuesdays at 6pm
- Read to a Dog is paused
- Storytimes Tuesday & Friday at 10:30am
- Movie Night
- Game Nights 2nd & 4th Wednesdays, Dungeons & Dragons 1st & 3rd Saturdays
- Author Reading 3/1 at 9am
- Partnered with Schuyler Historical Society, Watkins Library, Odessa Library and Seneca Lake Pure Waters Association for 2025 Talkin' History! With Dr. Gary Emerson

Services & Resources

- NEW: Kanopy for streaming and Mango Languages
- 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
- 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; STARCat 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 • February 26th, 2025