

Montour Falls Memorial Library • Board Meeting Agenda
Wednesday, May 28th, at 4:30pm •
*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - Credit Card Processing
 - Computer/equipment upgrades
 - Personnel*
- President's Report
 - Update CCTC Account
- Committee Reports
 - Building & Grounds Committee
 - Finance/executive Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/ Nominating/Policies Committee
- Director's Report
 - OMCS & Library Budget Vote Results & upcoming expenses
 - STLS Spring CE
 - Grants
 - American Library Association (ALA)
 - Foundation for Southern Tier Libraries
 - Anagnost
 - Dollar General Early Literacy for Summer Learning Program
 - Construction Aid (Halco)
 - Director's Advisory Council (DAC) Updates
 - Southern Tier Library System (STLS) Proposed Cost Shares 2016-2028
 - NYS Budget & Institute of Museum & Library Services (IMLS)
 - Additional updates
 - Schuyler County Trustee Mixer
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 - Staff Reports
 -
- Adjournment

Montour Falls Memorial Library • Board Meeting Agenda
Wednesday, April 23rd at 4:30pm • Board Meeting for April per usual schedule
*Requires board vote

Trustees Present: Jen Lyn Fisher, Bruce Boughton, Katherine Herleman, Amanda Wiley, Noah Bump

Others Present: Jessica Westlake, Angelo Diezhandino

Meeting called to order at 4:28pm.

Approval of Minutes

Bruce moved to approve; Jen seconded. All approved.

Public Expression

None.

Treasurer's Report

Bruce reported regular operations, we are just waiting for funding. Jess stated that she spoke with Brian from Southern Tier Library System (STLS), who reported that no state funding has been received at this time. The Board discussed possible impacts of loss of Federal funding, including the Institute of Museum and Library Services. There are no immediate impacts anticipated at this time.

- Credit Card Processing

The Board discussed options for a credit card processing system for fundraising and accepting donations to the library. Bruce recommended one system in particular which has card readers that can be purchased (\$900) or leased, which is Wi-Fi accessible and can maintain a 24-hour battery life when fully charged. Noah asked why use this system instead of Square. Bruce stated this system has local 24/7 support, while Square can take 2-3 days to resolve issues. Kat asked about liability concerns when running a person's card, and Bruce responded that as long as the donation/purchase is being made in-person, there is no liability. Jess forwarded an email to the Board discussing other credit card processing systems, and the Board agreed to research the options.

Kat motioned to approve the Treasurer's report; Jen seconded. All approved.

President's Report

- Appoint staff*

The library hired a new clerk. They are currently working on social media and other outreach tasks and are doing very well at this time. Jess requested the official hours for new staff to be 25 hours per week, with option to increase as needed. Bruce motioned to approve, Kat seconded. All approved.

Committee Reports

- Building & Grounds Committee – Did not meet.
- Finance/executive Committee – Did not meet, but it was discussed that they would need to meet soon to discuss internal and external audits.
- Fundraising/Grants/Community Relations Committee – Did not meet.

- Historical Records & Artifacts Committee – Did not meet.
- Personnel/ Nominating/Policies Committee – Met about bookkeeper. No changes.

Director's Report

- Institute of Museum and Library Services funding and direct impacts – discussed in Treasurer's report.
- American Library Association (ALA) – the library was awarded \$10,000 under the Libraries Transforming Communities: Accessible Small and Rural Communities grant program. This will be used to expand the work the library does with the Office for People with Developmental Disabilities (OPWDD). The library is currently working on developing an "accessibility tasting" where people can test various adaptive equipment to see what works for them. The program will begin with the DD population only, then expand to the general public in the future.
- Foundation for Southern Tier Libraries – The grant provided was able to purchase two laptops. The library will also be expanding the hours on Friday nights with the grant money. These expanded hours are targeted towards teens, so they have a safe space to be on Friday evenings.
- STLS Spring CE – taking place Friday, May 9th at the Radisson in Corning. Board members are encouraged to register.
- Computer/equipment upgrades – A quote was provided to replace the server at the standing desk. Pending a finance committee review.
- Southern Tier Library System (STLS) Proposed Cost Shares 2026-2028 - \$500,000 proposed for workflow and circulation. More information is provided in an email for Trustees to look over.
- Halco Update – The library can use the system that is still in the vault room. Halco also recommended purchasing a dehumidifier (\$700) to keep in the room. Jess has reached out to the Historical Society for input and is waiting to hear back.
- Network Drops – STLS will be providing ethernet cables for approximately 15 locations within the library. Board also discussed lease agreement and construction funding.
- Schuyler County Historical Society – Jess will be in touch with Historical Society about displaying sword in the library, which is currently on a long-term loan elsewhere. Board discussed rotation frequency of historical artifacts.
- Staff Reports – None.

Board discussed the school budget vote being held mid-May. Campaign materials are being developed.

Board also discussed that Bruce will provide paperwork to add select trustees to the Library's Chemung Canal account.

• Adjournment

Kat motioned to adjourn; Jen seconded. All approved. Meeting adjourned at 5:33pm.

Montour Falls Memorial Library

Statement of Activity

April 2024

	TOTAL
Revenue	
4010 Copying/Printing	108.00
4100 Fundraising	
4102 Donations - General	602.00
Total 4100 Fundraising	602.00
4500 Interest	143.46
4525 Dividends	333.75
4602 Anagnost - Summer Learning Program	1,000.00
Total Revenue	\$2,187.21
GROSS PROFIT	\$2,187.21
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	4,000.00
5030 Library Assistant - Gen	2,151.00
Total 5000 Payroll Exp - General	6,151.00
5100 Payroll Exp - Early Lit	
5130 Library Assistant - Chil	864.00
Total 5100 Payroll Exp - Early Lit	864.00
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	434.93
5212 Medicare General	101.72
5213 NYS Unemployment Tax - General	66.12
5214 NYS Re-employment Tax - General	2.45
Total 5210 Payroll Taxes General	605.22
Payroll Taxes General Li	0.01
Total 5200 Payroll Taxes	605.23
6100 Collections	
6110 Print Material General	858.67
6130 Electronic Materials Gen	147.68
Total 6100 Collections	1,006.35
6200 Operations & Maint.	
6220 Utilities	142.72
Total 6200 Operations & Maint.	142.72
6300 Office Supplies	26.59
6300.02 Paper	53.09
6300.03 Other	214.61
Total 6300 Office Supplies	294.29

Montour Falls Memorial Library

Statement of Activity

April 2024

	TOTAL
6325 Cleaning	
6325.02 Supplies	129.64
Total 6325 Cleaning	129.64
6400 Telecom/Internet/Phone	311.38
6600 Accounting Fees	
6601 Bookkeeper	195.00
6602 Tax Preparation Fee	2,200.00
Total 6600 Accounting Fees	2,395.00
6800 Technology/Software	74.52
6900 Program Expenses	
6910 Program Exp - General	39.95
Total 6900 Program Expenses	39.95
7200 Dues & Subscriptions	350.00
Total Expenditures	\$12,364.08
NET OPERATING REVENUE	\$ -10,176.87
NET REVENUE	\$ -10,176.87

Montour Falls Memorial Library

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

January - April, 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	1,249.00		1,249.00
4104 Fundraising Other		23,250.00	-23,250.00
Total 4100 Fundraising	1,249.00	23,250.00	-22,001.00
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	\$3,297.79	\$205,383.00	\$ -202,085.21
GROSS PROFIT	\$3,297.79	\$205,383.00	\$ -202,085.21
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	16,250.00	133,740.00	-117,490.00
5030 Library Assistant - Gen	11,376.00		11,376.00
Total 5000 Payroll Exp - General	27,626.00	133,740.00	-106,114.00
5100 Payroll Exp - Early Lit			
5130 Library Assistant - Chil	864.00		864.00
Total 5100 Payroll Exp - Early Lit	864.00		864.00
5200 Payroll Taxes			
5210 Payroll Taxes General		9,724.00	-9,724.00
5211 Social Security - Genera	1,766.38		1,766.38
5212 Medicare General	413.11		413.11
5213 NYS Unemployment Tax - General	500.99		500.99
5214 NYS Re-employment Tax - General	18.55		18.55
Total 5210 Payroll Taxes General	2,699.03	9,724.00	-7,024.97
Total 5200 Payroll Taxes	2,699.03	9,724.00	-7,024.97
6000 Employee Expense	1,544.65	4,990.00	-3,445.35
6100 Collections		18,000.00	-18,000.00
6110 Print Material General	4,380.73		4,380.73
6130 Electronic Materials Gen	247.48		247.48
Total 6100 Collections	4,628.21	18,000.00	-13,371.79
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	1,119.83	4,500.00	-3,380.17
6230 Insurance -General		2,100.00	-2,100.00
6240 Other	43.74	2,500.00	-2,456.26
Total 6200 Operations & Maint.	1,163.57	10,100.00	-8,936.43
6300 Office Supplies	174.39	3,000.00	-2,825.61
6300.02 Paper	53.09		53.09

Montour Falls Memorial Library

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

January - April, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6300.03 Other	504.66		504.66
Total 6300 Office Supplies	732.14	3,000.00	-2,267.86
6325 Cleaning	990.00		990.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	703.59	150.00	553.59
Total 6325 Cleaning	1,693.59	4,830.00	-3,136.41
6400 Telecom/Internet/Phone	478.66	1,704.00	-1,225.34
6500 Postage/Shipping	11.99	500.00	-488.01
6600 Accounting Fees			
6601 Bookkeeper	847.50	2,500.00	-1,652.50
6602 Tax Preparation Fee	2,200.00	2,500.00	-300.00
Total 6600 Accounting Fees	3,047.50	5,000.00	-1,952.50
6700 Equipment		1,500.00	-1,500.00
6800 Technology/Software	403.68	2,582.00	-2,178.32
6900 Program Expenses			
6910 Program Exp - General	1,235.19	3,000.00	-1,764.81
6920 Program Exp- Early Lit	100.00		100.00
Total 6900 Program Expenses	1,335.19	3,000.00	-1,664.81
7000 Continuing Ed/Seminars		2,000.00	-2,000.00
7100 Publicity/Advertising		600.00	-600.00
7200 Dues & Subscriptions	350.00	750.00	-400.00
7300 Cost Share STLS	3,782.00	4,000.00	-218.00
Total Expenditures	\$50,360.21	\$206,020.00	\$ -155,659.79
NET OPERATING REVENUE	\$ -47,062.42	\$ -637.00	\$ -46,425.42
NET REVENUE	\$ -47,062.42	\$ -637.00	\$ -46,425.42

Montour Falls Memorial Library

Statement of Financial Position

As of April 30, 2024

	TOTAL		
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	14,860.59	176,982.83	-162,122.24
1002 C. Lee Book Fund - LPL Financia	0.00	1,719.24	-1,719.24
1003 Visions Checking Account	0.00	110.50	-110.50
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,846.75	-15,846.75
1005 Visions Saving Account	0.00	1,022.14	-1,022.14
1006 Petty Cash	100.00		100.00
1007 CCTC Now Account	218,326.78		218,326.78
Total 1000 Cash	233,287.37	195,681.46	37,605.91
Total Bank Accounts	\$233,287.37	\$195,681.46	\$37,605.91
Total Current Assets	\$233,287.37	\$195,681.46	\$37,605.91
TOTAL ASSETS	\$233,287.37	\$195,681.46	\$37,605.91
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	2,431.55	1,286.75	1,144.80
Total Accounts Payable	\$2,431.55	\$1,286.75	\$1,144.80
Credit Cards			
2010 CCTC - Credit Card	690.81	-16.92	707.73
Total Credit Cards	\$690.81	\$ -16.92	\$707.73
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	28,490.18	13,655.38	14,834.80
2040.02 Social Security	-34,281.19	-22,258.23	-12,022.96
2040.03 Medicare	4,905.84	7,717.68	-2,811.84
2040.04 NYS Withholding	211.40	251.96	-40.56
2040.05 NYS Unemployment Tax	260.63	944.39	-683.76
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	-319.89	404.43	-724.32
Total Other Current Liabilities	\$602.25	\$1,326.57	\$ -724.32
Total Current Liabilities	\$3,724.61	\$2,596.40	\$1,128.21

Montour Falls Memorial Library

Statement of Financial Position

As of April 30, 2024

	TOTAL		
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE
Total Liabilities	\$3,724.61	\$2,596.40	\$1,128.21
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	-47,062.42	-54,104.84	7,042.42
Total Equity	\$229,562.76	\$193,085.06	\$36,477.70
TOTAL LIABILITIES AND EQUITY	\$233,287.37	\$195,681.46	\$37,605.91