

Montour Falls Memorial Library • Board Meeting Agenda

Wednesday, November 19th at 4:30pm

*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - Personnel Wages*
- President's Report
 - Volunteer Hours
 - Trustee Handbook
 - Confirm 2026 Board Meeting Dates*
 - Additions to Holiday Closures and Paid/Unpaid*
 - Saturday, April 4th, 2026 – Easter Weekend
 - May 23rd, 2026 – Memorial Day Weekend
 - Saturday September 5th, 2026 – Labor Day Weekend
- Committee Reports
 - Building & Grounds Committee
 - Finance/Executive Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/ Nominating/Policies Committee
- Director's Report
 - Cornell Elves Program – monetary donations due
 - NYLA
 - Upcoming closures
 - VoIP and computer upgrades
 - Staff Reports
 - Volunteer Appreciation
 - Amazon Business Prime Account
 - Swan Morss Insurance & Henry Dunn Inc. Part of The Dunn Group – Ancillary Benefits*
 - Grants
 - American Library Association (ALA)
 - Foundation for Southern Tier Libraries
 - Anagnost/Summer Learning Program
 - Construction Aid (Halco)
 - Infinite Sums Rural & Small Libraries (New!)
 - Sustainable Finger Lakes Neighborhood Mini-Grant Program for Keuka & Seneca Watersheds (Rain Garden)
- Adjournment

Montour Falls Memorial Library • Board Meeting Minutes

Wednesday, October 22nd at 4:30pm

*Requires board vote

Trustees Present: Bruce Boughton, Noah Bump, Amanda Wiley

Trustees Absent: Jen Lyn Fisher (excused), Katherine Herleman

Others Present: Jessica Westlake

Meeting called to order 4:30p.

- **Approval of Minutes**
Bruce motioned to approve the minutes. Noah seconded. All approved
- **Public Expression**
None.
- **Treasurer's Report.** Noah motioned to approve Treasurer's Report. Amanda seconded. All approved.
Surplus of \$25,000 at end of year. The surplus last year was \$40,000.
Jess stated there might be some adjustments later due to grants.
 - Budget 2026 Draft* Reviewed budget and discussed asking for 10% increase in tax levy. No major changes from 2025 to 2026. Noah motioned to approve the draft. Amanda seconded. All approved.
 - Tax Cap* Noah motioned to approve. Amanda seconded. All approved.Whereas, the adoption of this 2026 budget for the Montour Falls Memorial Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it resolved, that the Board of Trustees of the Montour Falls Memorial Library voted and approved to exceed the tax levy limit for 2026 by at least the sixty percent of the board of trustees as required by state law on October 22, 2025.
 - Personnel Wages. Will table discussion for November meeting.
- **President's Report**
 - Volunteer Hours. Send September volunteer hours to Jen.
 - Trustee Handbook. No updates.
- **Committee Reports**
 - Building & Grounds Committee. Did not meet.
 - Finance/Executive Committee. Met and discussed budget.
 - Fundraising/Grants/Community Relations Committee. Did not meet. Will need to meet soon.
 - Historical Records & Artifacts Committee. Did not meet.
 - Personnel/Nominating/Policies Committee. Did not meet.
- **Director's Report**
 - Annual Meeting. Board discussed to move to November 19th.
 - Open Hours. Closed on Wednesdays then tacking two hours onto Friday. Jess stated the library will announce other open hours for special programming, as needed.

- Book Sale. The library earned \$568 during the book sale at Harvest Festival.
- Gather & Grow. It is a virtual Southern Tier Library System conference occurring on Friday, December 5th. The President of the American Library Association is the keynote speaker.
- VoIP and computer upgrades. \$825 for phone equipment – we do not have the service amount yet (will be quarterly). The library currently pays Empire \$600 per year. The new system will be able to transfer and direct calls. Money was set aside in the budget for equipment (tech upgrades).
- Children's room light fixture will be replaced. Lattice on back ramp has been completed. Will have two handicap parking spaces on Schuyler Street near ramp – waiting on approval.
- Staff Reports
 - Book Review Club. Stickers go in select titles. Scan the QR code and people can review the book, then with permission the library will share for others to see.
- Elves Program through Cornell. Asked to adopt a family for the holiday. Asking for \$150. Board approved this request.
- Grants
 - American Library Association (ALA). No updates.
 - Foundation for Southern Tier Libraries. No updates.
 - Anagnost/Summer Learning Program. Working on report.
 - Construction Aid (Halco). Working to close.
 - Sustainable Finger Lakes Neighborhood Mini-Grant Program for Keuka & Seneca Watersheds (Rain Garden) – Received grant. Discussed placement so other systems can be worked on without disrupting the garden. Discussed where to receive plant donations (PCL).
 - 2026 Infinite Sums Rural and Small Libraries Cohort Grant Program. Grant for math education. Library has applied for the grant. Would be \$10,000.
- Adjournment

Bruce motioned to adjourn. Noah seconded. All approved.

5:09p

Montour Falls Memorial Library

Statement of Financial Position Comparison

As of October 31, 2025

| | TOTAL | | |
|--|---------------------|-------------------------|----------------------|
| | AS OF OCT 31, 2025 | AS OF OCT 31, 2024 (PY) | CHANGE |
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1000 Cash | | | |
| 1001 General Library Checking | 10,859.43 | 6,800.89 | 4,058.54 |
| 1001.01 Capital Improvement Account | 2,522.19 | | 2,522.19 |
| Total 1001 General Library Checking | 13,381.62 | 6,800.89 | 6,580.73 |
| 1006 Petty Cash | 100.00 | 100.00 | 0.00 |
| 1007 CCTC Now Account | 99,084.91 | 123,176.98 | -24,092.07 |
| Total 1000 Cash | 112,566.53 | 130,077.87 | -17,511.34 |
| Total Bank Accounts | \$112,566.53 | \$130,077.87 | \$ -17,511.34 |
| Accounts Receivable | | | |
| 1100 Accounts Receivable | -377.74 | 0.00 | -377.74 |
| Total Accounts Receivable | \$ -377.74 | \$0.00 | \$ -377.74 |
| Other Current Assets | | | |
| QuickBooks Tax Holding Account | 2,293.41 | | 2,293.41 |
| Total Other Current Assets | \$2,293.41 | \$0.00 | \$2,293.41 |
| Total Current Assets | \$114,482.20 | \$130,077.87 | \$ -15,595.67 |
| TOTAL ASSETS | \$114,482.20 | \$130,077.87 | \$ -15,595.67 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2000 Accounts Payable | 593.29 | 298.70 | 294.59 |
| Total Accounts Payable | \$593.29 | \$298.70 | \$294.59 |
| Credit Cards | | | |
| 2010 CCTC - Credit Card | 1,305.09 | 394.80 | 910.29 |
| Total Credit Cards | \$1,305.09 | \$394.80 | \$910.29 |
| 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 |

Montour Falls Memorial Library

Statement of Financial Position Comparison

As of October 31, 2025

| | | TOTAL | |
|--|---------------------|-------------------------|----------------------|
| | AS OF OCT 31, 2025 | AS OF OCT 31, 2024 (PY) | CHANGE |
| Total 2035 Restricted Grants | 2,544.33 | 22.14 | 2,522.19 |
| 2040 Payroll Liabilities | 1,050.19 | | 1,050.19 |
| 2040.01 Federal Withholding | 28,892.94 | 38,282.04 | -9,389.10 |
| 2040.02 Social Security | -32,748.61 | -41,549.12 | 8,800.51 |
| 2040.03 Medicare | 4,829.52 | 3,049.90 | 1,779.62 |
| 2040.04 NYS Withholding | -880.20 | 338.31 | -1,218.51 |
| 2040.05 NYS Unemployment Tax | 260.05 | 297.46 | -37.41 |
| 2040.06 NYS Re-Employment Tax | 93.25 | 93.25 | 0.00 |
| Total 2040 Payroll Liabilities | 1,497.14 | 511.84 | 985.30 |
| Total Other Current Liabilities | \$4,941.47 | \$1,433.98 | \$3,507.49 |
| Total Current Liabilities | \$6,839.85 | \$2,127.48 | \$4,712.37 |
| Total Liabilities | \$6,839.85 | \$2,127.48 | \$4,712.37 |
| 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 | -156,344.97 | -148,674.79 | -7,670.18 |
| Total Equity | \$107,642.35 | \$127,950.39 | \$ -20,308.04 |
| TOTAL LIABILITIES AND EQUITY | \$114,482.20 | \$130,077.87 | \$ -15,595.67 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - October, 2025

| | TOTAL | | |
|---|--------------------|---------------------|-----------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| Revenue | | | |
| 4000 Tax Money | | 195,338.00 | -195,338.00 |
| 4010 Copying/Printing | 234.10 | 0.00 | 234.10 |
| 4100 Fundraising | | | |
| 4101 Book Sales | | 1,500.00 | -1,500.00 |
| 4102 Donations - General | 1,765.16 | 3,000.00 | -1,234.84 |
| 4104 Fundraising Other | 608.92 | 10,000.00 | -9,391.08 |
| Total 4100 Fundraising | 2,374.08 | 14,500.00 | -12,125.92 |
| 4200 Grants | | | |
| 4201 Grants General Library | | | |
| 4201.14 ALA - 2025 Grant | 10,000.00 | | 10,000.00 |
| 4201.15 Dollar General Summer Learning 2025 | 3,000.00 | | 3,000.00 |
| Total 4201 Grants General Library | 13,000.00 | | 13,000.00 |
| 4203 Southern Tier Foundation | 1,500.00 | | 1,500.00 |
| Total 4200 Grants | 14,500.00 | | 14,500.00 |
| 4300 STLS Service Aid | | 1,500.00 | -1,500.00 |
| 4500 Interest | 1,781.43 | | 1,781.43 |
| 4602 Anagnost - Summer Learning Program | 1,000.00 | | 1,000.00 |
| Sales | -377.74 | | -377.74 |
| Total Revenue | \$19,511.87 | \$211,338.00 | \$ -191,826.13 |
| GROSS PROFIT | \$19,511.87 | \$211,338.00 | \$ -191,826.13 |
| Expenditures | | | |
| 5000 Payroll Exp - General | | | |
| 5010 Library Director - Gener | 46,905.50 | 146,294.00 | -99,388.50 |
| 5030 Library Assistant - Gen | 55,502.66 | | 55,502.66 |
| Total 5000 Payroll Exp - General | 102,408.16 | 146,294.00 | -43,885.84 |
| 5100 Payroll Exp - Early Lit | | | |
| 5130 Library Assistant - Chil | 119.34 | | 119.34 |
| Total 5100 Payroll Exp - Early Lit | 119.34 | | 119.34 |
| 5200 Payroll Taxes | | | |
| 5210 Payroll Taxes General | | | |
| 5211 Social Security - Genera | 6,629.99 | 10,696.00 | -4,066.01 |
| 5212 Medicare General | 1,550.59 | | 1,550.59 |
| 5213 NYS Unemployment Tax - General | 1,132.34 | | 1,132.34 |
| 5214 NYS Re-employment Tax - General | 41.94 | | 41.94 |
| Total 5210 Payroll Taxes General | 9,354.86 | 10,696.00 | -1,341.14 |
| Payroll Taxes General Li | -398.72 | | -398.72 |
| Total 5200 Payroll Taxes | 8,956.14 | 10,696.00 | -1,739.86 |
| 6000 Employee Expense | 1,814.36 | 5,490.00 | -3,675.64 |
| 6100 Collections | | | |
| 6110 Print Material General | 6,797.87 | 8,026.00 | -1,228.13 |
| 6130 Electronic Materials Gen | 1,273.61 | | 1,273.61 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - October, 2025

| | TOTAL | | |
|--|-----------------|------------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| 6140 Other Materials (audio b | -367.46 | | -367.46 |
| Total 6100 Collections | 7,704.02 | 8,026.00 | -321.98 |
| 6200 Operations & Maint. | | | |
| 6210 Repairs/Facility Improve | | 1,000.00 | -1,000.00 |
| 6220 Utilities | 4,694.47 | 4,500.00 | 194.47 |
| 6230 Insurance -General | 1,970.31 | 2,100.00 | -129.69 |
| 6240 Other | 57.52 | 2,500.00 | -2,442.48 |
| Total 6200 Operations & Maint. | 6,722.30 | 10,100.00 | -3,377.70 |
| 6300 Office Supplies | 556.31 | | 556.31 |
| 6300.03 Other | 1,390.14 | 2,500.00 | -1,109.86 |
| Total 6300 Office Supplies | 1,946.45 | 2,500.00 | -553.55 |
| 6325 Cleaning | | | |
| 6325.01 Labor | 1,105.00 | 3,000.00 | -1,895.00 |
| 6325.02 Supplies | 139.89 | 300.00 | -160.11 |
| Total 6325 Cleaning | 1,244.89 | 3,300.00 | -2,055.11 |
| 6400 Telecom/Internet/Phone | 1,762.92 | 2,000.00 | -237.08 |
| 6500 Postage/Shipping | 118.05 | 500.00 | -381.95 |
| 6600 Accounting Fees | | | |
| 6601 Bookeeper | 1,792.50 | 2,500.00 | -707.50 |
| 6602 Tax Preparation Fee | | 2,500.00 | -2,500.00 |
| Total 6600 Accounting Fees | 1,792.50 | 5,000.00 | -3,207.50 |
| 6700 Equipment | 178.44 | 1,500.00 | -1,321.56 |
| 6750 2022-2024 Construction Aid | 27,752.40 | | 27,752.40 |
| 6755 ALA - 2025 Grant Expenditures | -54.87 | | -54.87 |
| 6755.01 Programs | 1,052.32 | | 1,052.32 |
| 6755.02 Equipment | 11.50 | | 11.50 |
| 6755.03 Collections | 147.72 | | 147.72 |
| Total 6755 ALA - 2025 Grant Expenditures | 1,156.67 | | 1,156.67 |
| 6756 Dollar General Summer Learning Program | | | |
| 6756.01 Books (\$1,500) | 135.49 | | 135.49 |
| 6756.03 Incentives (\$500) | 298.84 | | 298.84 |
| 6756.04 Instructional Materials (\$500) | 1,673.96 | | 1,673.96 |
| Total 6756 Dollar General Summer Learning Program | 2,108.29 | | 2,108.29 |
| 6800 Technology/Software | 992.29 | 2,582.00 | -1,589.71 |
| 6801 ARC Tech Upgrades | | 3,000.00 | -3,000.00 |
| 6900 Program Expenses | | | |
| 6910 Program Exp - General | 2,156.03 | 3,000.00 | -843.97 |
| 6925 Anagnost - SLP | 354.28 | | 354.28 |
| Total 6900 Program Expenses | 2,510.31 | 3,000.00 | -489.69 |
| 7000 Continuing Edu. | 1,125.00 | 2,000.00 | -875.00 |
| 7100 Publicity/Advertising | 165.82 | 600.00 | -434.18 |
| 7200 Dues & Subscriptions | 1,419.49 | 750.00 | 669.49 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - October, 2025

| | ACTUAL | TOTAL | |
|---------------------------|-----------------------|---------------------|-----------------------|
| | | BUDGET | OVER BUDGET |
| 7300 STLS ISL Cost Shares | 3,859.00 | 4,000.00 | -141.00 |
| Total Expenditures | \$175,856.84 | \$211,338.00 | \$ -35,481.16 |
| NET OPERATING REVENUE | \$ -156,344.97 | \$0.00 | \$ -156,344.97 |
| NET REVENUE | \$ -156,344.97 | \$0.00 | \$ -156,344.97 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2025

| | TOTAL | | |
|---|------------------|---------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| Revenue | | | |
| 4010 Copying/Printing | 190.00 | 0.00 | 190.00 |
| 4100 Fundraising | | | |
| 4104 Fundraising Other | 608.92 | 0.00 | 608.92 |
| Total 4100 Fundraising | 608.92 | 0.00 | 608.92 |
| Total Revenue | \$798.92 | \$0.00 | \$798.92 |
| GROSS PROFIT | \$798.92 | \$0.00 | \$798.92 |
| Expenditures | | | |
| 5000 Payroll Exp - General | | | |
| 5010 Library Director - Gener | 6,120.00 | 0.00 | 6,120.00 |
| 5030 Library Assistant - Gen | 9,553.50 | | 9,553.50 |
| Total 5000 Payroll Exp - General | 15,673.50 | 0.00 | 15,673.50 |
| 5200 Payroll Taxes | | | |
| 5210 Payroll Taxes General | | | |
| 5211 Social Security - Genera | 971.74 | 0.00 | 971.74 |
| 5212 Medicare General | 227.28 | | 227.28 |
| 5213 NYS Unemployment Tax - General | 65.64 | | 65.64 |
| 5214 NYS Re-employment Tax - General | 2.43 | | 2.43 |
| Total 5210 Payroll Taxes General | 1,267.09 | 0.00 | 1,267.09 |
| Total 5200 Payroll Taxes | 1,267.09 | 0.00 | 1,267.09 |
| 6100 Collections | | | |
| 6110 Print Material General | 118.33 | 0.00 | 118.33 |
| 6130 Electronic Materials Gen | 352.65 | | 352.65 |
| 6140 Other Materials (audio b | -377.74 | | -377.74 |
| Total 6100 Collections | 93.24 | 0.00 | 93.24 |
| 6200 Operations & Maint. | | | |
| 6220 Utilities | 36.26 | 0.00 | 36.26 |
| 6230 Insurance -General | -279.33 | 0.00 | -279.33 |
| Total 6200 Operations & Maint. | -243.07 | 0.00 | -243.07 |
| 6300 Office Supplies | 87.36 | | 87.36 |
| 6300.03 Other | 161.69 | 0.00 | 161.69 |
| Total 6300 Office Supplies | 249.05 | 0.00 | 249.05 |
| 6325 Cleaning | | | |
| 6325.01 Labor | 765.00 | 0.00 | 765.00 |
| Total 6325 Cleaning | 765.00 | 0.00 | 765.00 |
| 6400 Telecom/Internet/Phone | 356.16 | 0.00 | 356.16 |
| 6600 Accounting Fees | | | |
| 6601 Bookkeeper | 255.00 | 0.00 | 255.00 |
| Total 6600 Accounting Fees | 255.00 | 0.00 | 255.00 |
| 6755 ALA - 2025 Grant Expenditures | | | |
| 6755.01 Programs | 515.97 | | 515.97 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2025

| | TOTAL | | |
|---|----------------------|---------------|----------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| 6755.03 Collections | 131.79 | | 131.79 |
| Total 6755 ALA - 2025 Grant Expenditures | 647.76 | | 647.76 |
| 6800 Technology/Software | 120.72 | 0.00 | 120.72 |
| 6900 Program Expenses | | | |
| 6910 Program Exp - General | 262.98 | 0.00 | 262.98 |
| Total 6900 Program Expenses | 262.98 | 0.00 | 262.98 |
| 7200 Dues & Subscriptions | 95.61 | 0.00 | 95.61 |
| Total Expenditures | \$19,543.04 | \$0.00 | \$19,543.04 |
| NET OPERATING REVENUE | \$ -18,744.12 | \$0.00 | \$ -18,744.12 |
| NET REVENUE | \$ -18,744.12 | \$0.00 | \$ -18,744.12 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2025

| | TOTAL | | |
|---|------------------|---------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| Revenue | | | |
| 4010 Copying/Printing | 190.00 | 0.00 | 190.00 |
| 4100 Fundraising | | | |
| 4104 Fundraising Other | 608.92 | 0.00 | 608.92 |
| Total 4100 Fundraising | 608.92 | 0.00 | 608.92 |
| Total Revenue | \$798.92 | \$0.00 | \$798.92 |
| GROSS PROFIT | \$798.92 | \$0.00 | \$798.92 |
| Expenditures | | | |
| 5000 Payroll Exp - General | | | |
| 5010 Library Director - Gener | 6,120.00 | 0.00 | 6,120.00 |
| 5030 Library Assistant - Gen | 9,553.50 | | 9,553.50 |
| Total 5000 Payroll Exp - General | 15,673.50 | 0.00 | 15,673.50 |
| 5200 Payroll Taxes | | | |
| 5210 Payroll Taxes General | | | |
| 5211 Social Security - Genera | 971.74 | 0.00 | 971.74 |
| 5212 Medicare General | 227.28 | | 227.28 |
| 5213 NYS Unemployment Tax - General | 65.64 | | 65.64 |
| 5214 NYS Re-employment Tax - General | 2.43 | | 2.43 |
| Total 5210 Payroll Taxes General | 1,267.09 | 0.00 | 1,267.09 |
| Total 5200 Payroll Taxes | 1,267.09 | 0.00 | 1,267.09 |
| 6100 Collections | | | |
| 6110 Print Material General | 118.33 | 0.00 | 118.33 |
| 6130 Electronic Materials Gen | 352.65 | | 352.65 |
| 6140 Other Materials (audio b | -377.74 | | -377.74 |
| Total 6100 Collections | 93.24 | 0.00 | 93.24 |
| 6200 Operations & Maint. | | | |
| 6220 Utilities | 36.26 | 0.00 | 36.26 |
| 6230 Insurance -General | -279.33 | 0.00 | -279.33 |
| Total 6200 Operations & Maint. | -243.07 | 0.00 | -243.07 |
| 6300 Office Supplies | 87.36 | | 87.36 |
| 6300.03 Other | 161.69 | 0.00 | 161.69 |
| Total 6300 Office Supplies | 249.05 | 0.00 | 249.05 |
| 6325 Cleaning | | | |
| 6325.01 Labor | 765.00 | 0.00 | 765.00 |
| Total 6325 Cleaning | 765.00 | 0.00 | 765.00 |
| 6400 Telecom/Internet/Phone | 356.16 | 0.00 | 356.16 |
| 6600 Accounting Fees | | | |
| 6601 Bookkeeper | 255.00 | 0.00 | 255.00 |
| Total 6600 Accounting Fees | 255.00 | 0.00 | 255.00 |
| 6755 ALA - 2025 Grant Expenditures | | | |
| 6755.01 Programs | 515.97 | | 515.97 |

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

October 2025

| | TOTAL | | |
|---|----------------------|---------------|----------------------|
| | ACTUAL | BUDGET | OVER BUDGET |
| 6755.03 Collections | 131.79 | | 131.79 |
| Total 6755 ALA - 2025 Grant Expenditures | 647.76 | | 647.76 |
| 6800 Technology/Software | 120.72 | 0.00 | 120.72 |
| 6900 Program Expenses | | | |
| 6910 Program Exp - General | 262.98 | 0.00 | 262.98 |
| Total 6900 Program Expenses | 262.98 | 0.00 | 262.98 |
| 7200 Dues & Subscriptions | 95.61 | 0.00 | 95.61 |
| Total Expenditures | \$19,543.04 | \$0.00 | \$19,543.04 |
| NET OPERATING REVENUE | \$ -18,744.12 | \$0.00 | \$ -18,744.12 |
| NET REVENUE | \$ -18,744.12 | \$0.00 | \$ -18,744.12 |

Director's Report for October 2025 • Montour Falls Memorial Library
Meeting: Wednesday, November 19th, 2025, at 4:30pm

| CIRCULATION | OCTOBER 2025 | SEPTEMBER 2025 |
|---|--------------|----------------|
| Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines) | 277 | 274 |
| Physical Circ | 642 | 520 |
| TOTAL CIRC | 919 | 794 |
| DIGITAL RESOURCE USAGE | | |
| Kanopy | 8 | 8 |
| Mango | 0 | 1 |
| JobNow | 0 | 0 |
| OPERATIONS | | |
| Patrons/Library Visits | 1440 | 923 |
| Visitors/Tourists | 214 | 223 |
| Computer Use | 26 | 45 |
| Printing | 12 | 17 |
| Meeting Space Non-Lib (sessions) | 16 | 12 |
| Wireless Use (unique) | 75 | 78 |
| New Users | 7 | 8 |

Operations/Internal Projects/Facility

- Upcoming closures: November 26 – 29 for Thanksgiving; December 5 for STLS Gather & Grow staff development; December 24-27 for Winter Holidays; December 31 and January 1 for New Year's Eve and Day.
New Open Hours start date is 12/2 as follows:
 - Sunday/Monday: CLOSED
 - Tuesday, Thursday: 11am – 5pm
 - Wednesday: CLOSED
 - Friday: 11am - 7pm
 - Saturday: 11am - 3pm
- Ongoing: Children's Room light fixture and a replacement door closer arm for the front door
- electric issue (water heater trips several times per month. Potentially an indication of electric overload in addition to lights flickering when HVAC kicks on. VoIP phone and computer upgrades
- The Falls Harvest Festival 10/4 - total of 400 patrons down from 900 in 2024 however, we were open about 4 hours less due to being short staffed and down volunteers. We saw visitors from Buffalo, Albany, NYC, Pennsylvania, Ohio, Virginia, Canada, North Carolina, Florida, Texas, Oregon, California
- NYLA
 - Preconference – Building Project Boot Camp
 - Essential Skills for Trustees; Program with Rizz: Engaging with Teens; How to Empower Teens through Paid Internships; Strengthening Community Connection: Friends Groups in Library Advocacy; Compassionate Crisis Intervention: Libraries and Re-Imagined Security; Amplifying the Impact: Effective Marketing Strategies for Your NOVELny Resources; Preparing for Difficult Patron Interactions; J'accuse! Imposteur! Directing with Imposter Syndrome; Building Access For All
- Amazon Business Prime Account
 - Offered through NYS Library System; 30% of US Libraries use it; 60 million more items; can be filtered to third parties like minority/women owned businesses, local businesses

- Offers order approvals, policies to filter and allow, Prime, 30-45% discount off the list price of new releases and pre-orders; tax exempt; pay by invoice; up to 25% off business items; \$0 for the first 2 years; renewed on the STLS back end
- Cataloging - Downloadable MARC records – this is emailed to STLS who processes on the back end and then lib staff will physically process titles like laminating jackets, barcode, spine labels, etc. Amazon is working on offering this in the future.
- Analyze sending patterns for insight that can help inform budget decisions; can restrict and highlight products and vendors
- B.C. Cate First Grade Tour 10/24, Volunteer Appreciation

Grants & Funding (ongoing until reports are submitted)

- American Library Association: Libraries Transforming Communities; Accessible Small and Rural Communities (\$10,000)
- Foundation for Southern Tier Libraries Grant: Sunset in the Stacks (Oct-Mar) \$1,500
- Anagnost – Summer Learning Program report in progress
- NYS Construction Aid – working with Brian to close out
- 2026 Infinite Sums Rural & Small Libraries Cohort Grant – Awarded!
- Submitted Sustainable Finger Lakes Grant (Rain Garden) - Awarded!

Upcoming Programs & Events

- Offsite HeadStart Storytime – Thursdays at 9am; Storytime Fridays at 11am
- Saturday Night Pride 11/22, 6-8pm at Odessa
- Intro to Dungeons & Dragons – December TBA at 1:30pm – 2:30pm
- Dungeons & Dragons Campaign – December TBA at 3pm; full with a waiting list
- ALA Take & Make – 11/20
- Corning Science & Discovery Center at 11/21
- Fantasy Book Club 11/25
- Art Workshops with Cynthia 11/1 & 11/20
- Sunset in the Stacks Fridays TBA

Services & Resources

- Computer Use; printing/copies \$0.25 per side; scan to email is free; Tech support and meeting space available by appointment; Wi-Fi and Compost Drop Spot 24/7; Med Project envelopes; COVID test kits; xylazine test kits; Battery Recycling Drop Spot
- 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; Kanopy, Mango Languages, JobNow, Peterson's Test Prep, Ground News; NOVELny for eResources to all New York residents including Legal Forms, Gale databases, encyclopedias, collections and more

Respectfully submitted by Jessica Westlake • November 19th, 2025