

Montour Falls Memorial Library • Board Meeting Agenda

Monday, January 26th, 2026, at 10am • Rescheduled from Thursday, January 15th, 2026, at 4pm

*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - ST 119.1
 - Bookkeeper*
 - Budget Amendment*
- President's Report
 - Volunteer Hours
 - Trustee Handbook
 - Revisions to Closed Holidays and Paid Holidays Policies*
 - Add Strategic Plan Committee
- Committee Reports
 - Building & Grounds Committee
 - Finance/Executive Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/ Nominating/Policies Committee
- Director's Reports (includes 11/2025 and 12/2025)
 - Staff Reports
 - Grants
 - Annual Report Update and STLS Annual Report Party
 - Strategic Plan
 - Advocacy Day & Season
- Adjournment

Director's Report for November 2025 • Montour Falls Memorial Library
Meeting: No Meeting for December 2025

CIRCULATION	NOVEMBER 2025	OCTOBER 2025
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	275	277
Physical Circ	414	642
TOTAL CIRC	689	919
DIGITAL RESOURCE USAGE		
Kanopy	13	8
Mango	0	0
JobNow	0	0
OPERATIONS		
Patrons/Library Visits	396	1440
Visitors/Tourists	10	214
Computer Use	19	26
Printing	10	12
Meeting Space Non-Lib (sessions)	7	16
Wireless Use (unique)	67	75
New Cardholders	3	7

Operations/Internal Projects/Facility

- New Open Hours start date is 12/2 as follows:
 - Sunday/Monday: CLOSED
 - Tuesday, Thursday: 11am – 5pm
 - Wednesday: CLOSED
 - Friday: 11am – 7pm (added 2 hours)
 - Saturday: 11am – 3pm
 - 28 open hours weekly; minimum is 20
- Closures in November contribute to the decrease in circulation and library use. November closures are so staff can attend NYLA and have time off for Thanksgiving.
- Ongoing: Children’s Room light fixture, replacement door closer arm for the front door, lower door stopper for the interior front door

Current Grants

- 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 (\$10,000)
- Submitted Sustainable Finger Lakes Grant (Rain Garden, \$600)

Upcoming Programs & Events

- Offsite HeadStart Storytime – Thursdays at 9am; Evening Storytime – Wednesdays at 6pm
- Saturday Night Pride 12/20, 6-8pm at Montour Falls
- Intro to Dungeons & Dragons – 12/6 and 12/20 at 1:30pm – 2:30pm
- Dungeons & Dragons Campaign – 12/6 and 12/20 at 3pm
- ALA Movie Night, *Dr. Seuss' How the Grinch Stole Christmas* - 12/4
- Corning Science & Discovery Center at 12/12 at 11am
- Fantasy Book Club 12/30 T 6pm
- Art Workshops with Cynthia 11/1 & 11/20
- Sunset in the Stacks Fridays 12/12 & 12/19 at 5 - 7pm

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 • January 15th, 2025

Director's Report for December 2025 • Montour Falls Memorial Library
Meeting: Monday, January 26th, 2026, at 10am (rescheduled from 1/15/2026)

CIRCULATION	DECEMBER 2025	NOVEMBER 2025
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	271	275
Physical Circ	503	414
TOTAL CIRC	774	689
DIGITAL RESOURCE USAGE		
Kanopy	3	13
Mango	0	0
JobNow	0	0
OPERATIONS		
Patrons/Library Visits	368	396
Visitors/Tourists	15	10
Computer Use	9	19
Printing	7	10
Meeting Space Non-Lib (sessions)	4	7
Wireless Use (unique)	58	67
New Cardholders	1	3

Operations/Internal Projects/Facility

- Open Hours
 - Sunday/Monday: CLOSED
 - Tuesday, Thursday: 11am – 5pm
 - Wednesday: CLOSED
 - Friday: 11am – 7pm (added 2 hours)
 - Saturday: 11am – 3pm
 - Open 28 hours/week; minimum is 20
- Closures in December contribute to the decrease in circulation and library use. November closures include Gather & Grow and holidays.
- Ongoing: Children’s Room light fixture, replacement door closer arm for the front door, lower door stopper for the interior front door
- Sidle Insurance joining Marshall + Sterling Agency; new suite of services now available
- The Annual Report was hosted by Baker & Taylor which no longer exists. STLS will share updates as they become available. Annual Report party is 2/12 from 9am to noon at STLS.

Current Grants

- 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 (\$10,000)
- Submitted Sustainable Finger Lakes Grant (Rain Garden, \$600)

Upcoming Programs & Events

- Offsite HeadStart Storytime – Thursdays at 9am; Evening Storytime – Wednesdays at 6pm
- Saturday Night Pride 1/31, 6-8pm at Odessa
- Intro to Dungeons & Dragons
- Dungeons & Dragons Campaign – 1/10 & 1/24 at 3pm
- ALA Game Night – 1/29 at 6pm
- Corning Science & Discovery Center at 1/30 at 11am
- Fantasy Book Club 1/27 at 6pm
- Art Workshops with Cynthia 1/24 at 11:30am
- Sunset in the Stacks Fridays 1/2 and 1/9 at 5 - 7pm

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; STARCcat 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 • January 15th, 2025

Montour Falls Memorial Library

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

January 1 - November 25, 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	1,903.91		1,903.91
4602 Anagnost - Summer Learning Program	1,000.00		1,000.00
Sales	-377.74		-377.74
Total Revenue	\$19,634.35	\$211,338.00	\$ -191,703.65
GROSS PROFIT	\$19,634.35	\$211,338.00	\$ -191,703.65
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	48,945.50	146,294.00	-97,348.50
5030 Library Assistant - Gen	58,374.78		58,374.78
Total 5000 Payroll Exp - General	107,320.28	146,294.00	-38,973.72
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	6,934.53	10,696.00	-3,761.47
5212 Medicare General	1,621.83		1,621.83
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	9,730.64	10,696.00	-965.36
Payroll Taxes General Li	-398.72		-398.72
Total 5200 Payroll Taxes	9,331.92	10,696.00	-1,364.08
6000 Employee Expense	1,814.36	5,490.00	-3,675.64
6100 Collections			
6110 Print Material General	8,481.46	8,026.00	455.46
6130 Electronic Materials Gen	1,380.37		1,380.37

Montour Falls Memorial Library

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

January 1 - November 25, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6140 Other Materials (audio b	-367.46		-367.46
Total 6100 Collections	9,494.37	8,026.00	1,468.37
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	5,102.69	4,500.00	602.69
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.	7,130.52	10,100.00	-2,969.48
6300 Office Supplies	615.27		615.27
6300.03 Other	1,410.62	2,500.00	-1,089.38
Total 6300 Office Supplies	2,025.89	2,500.00	-474.11
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	1,819.08	2,000.00	-180.92
6500 Postage/Shipping	118.05	500.00	-381.95
6600 Accounting Fees			
6601 Bookkeeper	1,935.00	2,500.00	-565.00
6602 Tax Preparation Fee		2,500.00	-2,500.00
Total 6600 Accounting Fees	1,935.00	5,000.00	-3,065.00
6700 Equipment	273.43	1,500.00	-1,226.57
6750 2022-2024 Construction Aid	27,752.40		27,752.40
6755 ALA - 2025 Grant Expenditures	-54.87		-54.87
6755.01 Programs	1,097.22		1,097.22
6755.02 Equipment	11.50		11.50
6755.03 Collections	147.72		147.72
Total 6755 ALA - 2025 Grant Expenditures	1,201.57		1,201.57
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	1,058.80	2,582.00	-1,523.20
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.	5,069.58	2,000.00	3,069.58
7100 Publicity/Advertising	405.98	600.00	-194.02
7200 Dues & Subscriptions	1,515.10	750.00	765.10

Montour Falls Memorial Library

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

January 1 - November 25, 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
7300 STLS ISL Cost Shares	3,859.00	4,000.00	-141.00
Total Expenditures	\$188,108.16	\$211,338.00	\$ -23,229.84
NET OPERATING REVENUE	\$ -168,473.81	\$0.00	\$ -168,473.81
NET REVENUE	\$ -168,473.81	\$0.00	\$ -168,473.81

Montour Falls Memorial Library

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

November 1-25, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
Total Revenue			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	2,040.00	0.00	2,040.00
5030 Library Assistant - Gen	2,872.12		2,872.12
Total 5000 Payroll Exp - General	4,912.12	0.00	4,912.12
5200 Payroll Taxes			
5210 Payroll Taxes General			
5211 Social Security - Genera	304.54	0.00	304.54
5212 Medicare General	71.24		71.24
Total 5210 Payroll Taxes General	375.78	0.00	375.78
Total 5200 Payroll Taxes	375.78	0.00	375.78
6100 Collections			
6110 Print Material General	1,683.59	0.00	1,683.59
6130 Electronic Materials Gen	106.76		106.76
Total 6100 Collections	1,790.35	0.00	1,790.35
6200 Operations & Maint.			
6220 Utilities	408.22	0.00	408.22
Total 6200 Operations & Maint.	408.22	0.00	408.22
6300 Office Supplies			
6300.03 Other	58.96		58.96
6300.03 Other	5.88	0.00	5.88
Total 6300 Office Supplies	64.84	0.00	64.84
6400 Telecom/Internet/Phone	56.16	0.00	56.16
6600 Accounting Fees			
6601 Bookkeeper	142.50	0.00	142.50
Total 6600 Accounting Fees	142.50	0.00	142.50
6700 Equipment	65.00	0.00	65.00
6800 Technology/Software	66.51	0.00	66.51
7000 Continuing Edu.	3,944.58	0.00	3,944.58
7100 Publicity/Advertising	240.16	0.00	240.16
7200 Dues & Subscriptions	95.61	0.00	95.61
Total Expenditures	\$12,161.83	\$0.00	\$12,161.83
NET OPERATING REVENUE	\$ -12,161.83	\$0.00	\$ -12,161.83
NET REVENUE	\$ -12,161.83	\$0.00	\$ -12,161.83

Montour Falls Memorial Library

Statement of Financial Position Comparison

As of November 30, 2025

	TOTAL		
	AS OF NOV 30, 2025	AS OF NOV 30, 2024 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	11,660.72	9,913.49	1,747.23
1001.01 Capital Improvement Account	2,522.19	382.19	2,140.00
Total 1001 General Library Checking	14,182.91	10,295.68	3,887.23
1006 Petty Cash	100.00	100.00	0.00
1007 CCTC Now Account	85,804.10	287,464.34	-201,660.24
Total 1000 Cash	100,087.01	297,860.02	-197,773.01
Total Bank Accounts	\$100,087.01	\$297,860.02	\$ -197,773.01
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	1,796.93		1,796.93
Total Other Current Assets	\$1,796.93	\$0.00	\$1,796.93
Total Current Assets	\$101,506.20	\$297,860.02	\$ -196,353.82
TOTAL ASSETS	\$101,506.20	\$297,860.02	\$ -196,353.82
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	1,305.90	187.50	1,118.40
Total Accounts Payable	\$1,305.90	\$187.50	\$1,118.40
Credit Cards			
2010 CCTC - Credit Card	5,299.53	1,643.78	3,655.75
Total Credit Cards	\$5,299.53	\$1,643.78	\$3,655.75
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	382.19	2,140.00

Montour Falls Memorial Library
Statement of Financial Position Comparison
As of November 30, 2025

	TOTAL		
	AS OF NOV 30, 2025	AS OF NOV 30, 2024 (PY)	CHANGE
Total 2035 Restricted Grants	2,544.33	404.33	2,140.00
2040 Payroll Liabilities	1,050.19		1,050.19
2040.01 Federal Withholding	27,341.58	39,511.00	-12,169.42
2040.02 Social Security	-32,324.81	-42,510.11	10,185.30
2040.03 Medicare	5,123.56	2,816.94	2,306.62
2040.04 NYS Withholding	-543.16	556.03	-1,099.19
2040.05 NYS Unemployment Tax	260.05	337.27	-77.22
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	1,000.66	804.38	196.28
Total Other Current Liabilities	\$4,444.99	\$2,108.71	\$2,336.28
Total Current Liabilities	\$11,050.42	\$3,939.99	\$7,110.43
Total Liabilities	\$11,050.42	\$3,939.99	\$7,110.43
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	-173,531.54	17,294.85	-190,826.39
Total Equity	\$90,455.78	\$293,920.03	\$ -203,464.25
TOTAL LIABILITIES AND EQUITY	\$101,506.20	\$297,860.02	\$ -196,353.82

Montour Falls Memorial Library

Statement of Financial Position Comparison

As of December 31, 2025

	TOTAL		CHANGE
	AS OF DEC 31, 2025	AS OF DEC 31, 2024 (PY)	
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	5,388.15	2,374.43	3,013.72
1001.01 Capital Improvement Account	2,522.19	2,222.19	300.00
Total 1001 General Library Checking	7,910.34	4,596.62	3,313.72
1006 Petty Cash	100.00	100.00	0.00
1007 CCTC Now Account	267,304.10	264,303.48	3,000.62
Total 1000 Cash	275,314.44	269,000.10	6,314.34
Total Bank Accounts	\$275,314.44	\$269,000.10	\$6,314.34
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	271.98		271.98
Total Other Current Assets	\$271.98	\$0.00	\$271.98
Total Current Assets	\$275,208.68	\$269,000.10	\$6,208.58
TOTAL ASSETS	\$275,208.68	\$269,000.10	\$6,208.58
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	1,978.32	0.00	1,978.32
Total Accounts Payable	\$1,978.32	\$0.00	\$1,978.32
Credit Cards			
2010 CCTC - Credit Card	995.49	1,573.26	-577.77
Total Credit Cards	\$995.49	\$1,573.26	\$ -577.77
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	2,222.19	300.00

Montour Falls Memorial Library
Statement of Financial Position Comparison
As of December 31, 2025

	TOTAL		
	AS OF DEC 31, 2025	AS OF DEC 31, 2024 (PY)	CHANGE
Total 2035 Restricted Grants	2,544.33	2,244.33	300.00
2040 Payroll Liabilities	1,050.19		1,050.19
2040.01 Federal Withholding	25,773.62	40,130.90	-14,357.28
2040.02 Social Security	-32,079.55	-43,006.60	10,927.05
2040.03 Medicare	5,420.76	2,699.46	2,721.30
2040.04 NYS Withholding	-1,042.62	0.00	-1,042.62
2040.05 NYS Unemployment Tax	260.06	378.18	-118.12
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	-524.29	295.19	-819.48
Total Other Current Liabilities	\$2,920.04	\$3,439.52	\$ -519.48
Total Current Liabilities	\$5,893.85	\$5,012.78	\$881.07
Total Liabilities	\$5,893.85	\$5,012.78	\$881.07
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	5,327.51	-12,637.86	17,965.37
Total Equity	\$269,314.83	\$263,987.32	\$5,327.51
TOTAL LIABILITIES AND EQUITY	\$275,208.68	\$269,000.10	\$6,208.58

Montour Falls Memorial Library

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

December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Tax Money	195,388.00	0.00	195,388.00
4100 Fundraising			
4101 Book Sales	763.00	0.00	763.00
4102 Donations - General	254.00	0.00	254.00
Total 4100 Fundraising	1,017.00	0.00	1,017.00
Total Revenue	\$196,405.00	\$0.00	\$196,405.00
GROSS PROFIT	\$196,405.00	\$0.00	\$196,405.00
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	3,825.00	0.00	3,825.00
5030 Library Assistant - Gen	6,423.10		6,423.10
Total 5000 Payroll Exp - General	10,248.10	0.00	10,248.10
5200 Payroll Taxes			
5210 Payroll Taxes General			
5211 Social Security - Genera	635.36	0.00	635.36
5212 Medicare General	148.62		148.62
Total 5210 Payroll Taxes General	783.98	0.00	783.98
Payroll Taxes General Li	0.01		0.01
Total 5200 Payroll Taxes	783.99	0.00	783.99
6100 Collections			
6110 Print Material General	4,537.68	0.00	4,537.68
Total 6100 Collections	4,537.68	0.00	4,537.68
6200 Operations & Maint.			
6220 Utilities	170.27	0.00	170.27
Total 6200 Operations & Maint.	170.27	0.00	170.27
6300 Office Supplies			
6300.03 Other	85.96		85.96
6300.03 Other	87.65	0.00	87.65
Total 6300 Office Supplies	173.61	0.00	173.61
6325 Cleaning			
6325.01 Labor	255.00	0.00	255.00
6325.02 Supplies	17.59	0.00	17.59
Total 6325 Cleaning	272.59	0.00	272.59
6400 Telecom/Internet/Phone	357.00	0.00	357.00
6500 Postage/Shipping	85.81	0.00	85.81
6600 Accounting Fees			
6601 Bookkeeper	97.50	0.00	97.50
Total 6600 Accounting Fees	97.50	0.00	97.50
6700 Equipment			
6700.01 Equip - So. Tier Found. Grant	145.40	0.00	145.40
6700.01 Equip - So. Tier Found. Grant	261.94		261.94
Total 6700 Equipment	407.34	0.00	407.34

Montour Falls Memorial Library

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

December 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6755 ALA - 2025 Grant Expenditures			
6755.01 Programs	61.08		61.08
Total 6755 ALA - 2025 Grant Expenditures	61.08		61.08
6800 Technology/Software	200.72	0.00	200.72
6900 Program Expenses			
6910 Program Exp - General	22.86	0.00	22.86
6931 So. Tier Library Found - Summer Concerts	31.79		31.79
Total 6900 Program Expenses	54.65	0.00	54.65
7200 Dues & Subscriptions	95.61	0.00	95.61
Total Expenditures	\$17,545.95	\$0.00	\$17,545.95
NET OPERATING REVENUE	\$178,859.05	\$0.00	\$178,859.05
NET REVENUE	\$178,859.05	\$0.00	\$178,859.05

Montour Falls Memorial Library

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

January - December 2025

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Revenue			
4000 Tax Money	195,388.00	195,338.00	50.00
4010 Copying/Printing	234.10	0.00	234.10
4100 Fundraising			
4101 Book Sales	763.00	1,500.00	-737.00
4102 Donations - General	2,019.16	3,000.00	-980.84
4104 Fundraising Other	608.92	10,000.00	-9,391.08
Total 4100 Fundraising	3,391.08	14,500.00	-11,108.92
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
4204 Community Foundation	500.00		500.00
Total 4200 Grants	15,000.00		15,000.00
4300 STLS Service Aid		1,500.00	-1,500.00
4500 Interest	2,000.62		2,000.62
4602 Anagnost - Summer Learning Program	1,000.00		1,000.00
Sales	-377.74		-377.74
Total Revenue	\$216,636.06	\$211,338.00	\$5,298.06
GROSS PROFIT	\$216,636.06	\$211,338.00	\$5,298.06
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	54,810.50	146,294.00	-91,483.50
5030 Library Assistant - Gen	67,985.42		67,985.42
Total 5000 Payroll Exp - General	122,795.92	146,294.00	-23,498.08
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	7,893.98	10,696.00	-2,802.02
5212 Medicare General	1,846.26		1,846.26
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	10,914.52	10,696.00	218.52
Payroll Taxes General Li	-398.71		-398.71
Total 5200 Payroll Taxes	10,515.81	10,696.00	-180.19
6000 Employee Expense	1,814.36	5,490.00	-3,675.64
6100 Collections			
6110 Print Material General	13,019.14	8,026.00	4,993.14

Montour Falls Memorial Library

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

January - December 2025

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
6130 Electronic Materials Gen	1,380.37		1,380.37
6140 Other Materials (audio b	-367.46		-367.46
Total 6100 Collections	14,032.05	8,026.00	6,006.05
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	5,272.96	4,500.00	772.96
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.	7,300.79	10,100.00	-2,799.21
6300 Office Supplies	728.23		728.23
6300.03 Other	1,498.27	2,500.00	-1,001.73
Total 6300 Office Supplies	2,226.50	2,500.00	-273.50
6325 Cleaning			
6325.01 Labor	1,360.00	3,000.00	-1,640.00
6325.02 Supplies	157.48	300.00	-142.52
Total 6325 Cleaning	1,517.48	3,300.00	-1,782.52
6400 Telecom/Internet/Phone	2,176.08	2,000.00	176.08
6500 Postage/Shipping	203.86	500.00	-296.14
6600 Accounting Fees			
6601 Bookkeeper	2,032.50	2,500.00	-467.50
6602 Tax Preparation Fee		2,500.00	-2,500.00
Total 6600 Accounting Fees	2,032.50	5,000.00	-2,967.50
6700 Equipment	418.83	1,500.00	-1,081.17
6700.01 Equip - So. Tier Found. Grant	261.94		261.94
Total 6700 Equipment	680.77	1,500.00	-819.23
6750 2022-2024 Construction Aid	27,752.40		27,752.40
6755 ALA - 2025 Grant Expenditures	-54.87		-54.87
6755.01 Programs	1,158.30		1,158.30
6755.02 Equipment	11.50		11.50
6755.03 Collections	147.72		147.72
Total 6755 ALA - 2025 Grant Expenditures	1,262.65		1,262.65
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	1,259.52	2,582.00	-1,322.48
6801 ARC Tech Upgrades		3,000.00	-3,000.00
6900 Program Expenses			
6910 Program Exp - General	2,178.89	3,000.00	-821.11
6925 Anagnost - SLP	354.28		354.28
6931 So. Tier Library Found - Summer Concerts	31.79		31.79

Montour Falls Memorial Library

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

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Total 6900 Program Expenses	2,564.96	3,000.00	-435.04
7000 Continuing Edu.	5,069.58	2,000.00	3,069.58
7100 Publicity/Advertising	405.98	600.00	-194.02
7200 Dues & Subscriptions	1,610.71	750.00	860.71
7300 STLS ISL Cost Shares	3,859.00	4,000.00	-141.00
Total Expenditures	\$211,308.55	\$211,338.00	\$ -29.45
NET OPERATING REVENUE	\$5,327.51	\$0.00	\$5,327.51
NET REVENUE	\$5,327.51	\$0.00	\$5,327.51