

Montour Falls Memorial Library • Board Meeting Agenda  
Thursday, March 19th, 2026 at 4pm  
\*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
  - Bookkeeper Update
  - External Audit with CPA Update
- President's Report
  - Trustee Handbook – Review section on Ethics and Conflict of Interest
- Committee Reports
  - Building & Grounds Committee
  - Finance/Executive Committee
  - Fundraising/Grants/Community Relations Committee
  - Historical Records & Artifacts Committee
  - Personnel/ Nominating/Policies Committee
- Director's Reports
  - Policy Revisions/Additions\*
    - Closed Holidays and Paid Holidays Policies
    - Library Manger Job Description
    - NEW Law Enforcement Inquiries Policy and Procedure
  - Staff Reports
  - Grants
  - Advocacy Day & Season
- Adjournment

Montour Falls Memorial Library • Board Meeting Minutes  
Thursday, February 19<sup>th</sup>, 2026 at 4pm

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

**Trustees Absent:** None.

**Others Present:** Jessica Westlake, Director

Meeting called to order at 4:01p.

- Approval of Minutes Bruce motioned to approve. Kat seconded. All approved.
- Public Expression - None
- Treasurer's Report – Received \$10,000 in grants in January.
  - Bookkeeper\* Obtained three quotes. Bruce discussed the quotes as well as how the new bookkeeper would be trained. Board discussed what we're currently paying and what the time commitment would be. It was also discussed how the role might look in the future. It would be a 12-month role. Board voted to transition to the candidate suggested by the exiting bookkeeper. Noah motioned. Jen seconded. All approved.
  - External Audit with CPA – Bruce will get an RFP out. He also discussed what the audit entails. Recommended the external audit happen as soon as possible. Bruce stated it can be done with 990 filing for this year.
  - Jen motioned to approved Treasurer's Report. Kat seconded. All approved.
- President's Report
  - New Trustees – Jen has potential new trustee. Bruce also has employee who is interested in possibly taking over as Treasurer. Jen requested we continue to look for new trustees, preferably with legal, nonprofit, and/or library backgrounds.
  - Group photo – Next meeting.
  - Volunteer Hours – It was estimated each trustee had an average of 24 hours for last year (two hours per month). It is requested that trustees continue sending hours to Jen and Jess monthly.
  - Trustee Handbook – It was requested that trustees read section on Ethics and Conflict of Interest before next meeting. Bruce asked about signing Conflict of Interest form yearly. Jess discussed handbook form, as well as internal policy. Bruce suggested doing Sexual Harassment training next month.
  - Revisions to Closed Holidays and Paid Holidays Policies\* - Board discussed determining when library is closed vs closed with pay. Jess wants to update wording in policy to make this more flexible based on what days the holidays fall. Tried to match holiday calendar with school calendar, but Jess feels it's unneeded currently, which is why she's looking for more flexible language in the policy.
  - Executive Session – Personnel\* Bruce motioned to begin executive session at 4:25p. Noah seconded. All approved.  
Board discussed pay rates, employee performance, new hire potential, and employee position details (including number of hours and hourly rates). Bruce motioned to end Executive Session at 4:46p. Noah seconded. All approved.

Voting on Lisa's pay raise. Jen motioned. Bruce seconded. All approved.  
Voting on adjusting Youth Coordinator position to 24 hours per week. Jen motioned. Noah seconded. All approved.

- Committee Reports
  - Building & Grounds Committee – Did not meet. KH discussed lobbying opportunities and options.
  - Finance/Executive Committee – Did not meet.
  - Fundraising/Grants/Community Relations Committee – Did not meet.
  - Historical Records & Artifacts Committee – Did not meet. KH discussed having geologist come to the library for free and possibly getting people from Cornell for different activities (historical and artifacts activities).
  - Personnel/ Nominating/Policies Committee – Did not meet.
    - Job Description Drafts\* Discussion moved to next meeting.
- Director's Reports
  - Staff Reports – Jess discussed Lisa and Amy's attendance at NYLA. Amy is working on Infinite Sums grant. First activity for this grant will be Pi Day. Amy's Evening Storytime has been well received. Lisa did a Blind Date with a Book. This contains 21 titles and the library has received well over \$50 from this project, which is donation driven.
  - Grants. No updates.
  - Annual Report Update – No updates currently.
  - Strategic Plan, Community Report
  - Advocacy Day & Season – Jess discussed digital postcards, as well as physical postcards. Encouraged Board to encourage handing out to community
  - Spring – Fall Hours\* Board discussed library open hours and how feasible it is to cut. Kat motioned to support June-October 8<sup>th</sup> early closure on Thursdays for Montour Falls Farmer's Market. Bruce seconded. All approved.
  - Research Requests – Jess asked about finding someone to volunteer their time to go through the files. They would work with Heather from the Historical Society to organize and categorize. Jess stated Documentary Heritage and Preservation Services for New York (DHPSNY) came in the past to discuss how to tackle. It is mostly local artifacts, but Jess stated some of it doesn't make sense to have at the library and may need to be deaccessioned to an appropriate caretaker per the Schuyler County Historical Society. Kat stated she can reach out to Cornell archeological group. Board discussed meeting with Historical Society to plan next steps. Bruce will reach out to one of the Historical Society board members.
- Adjournment

Bruce motioned to adjourn at 5:10p. Kat seconded. All approved.

**Montour Falls Memorial Library**  
**Statement of Financial Position Comparison**  
As of February 28, 2026

	TOTAL		
	AS OF FEB 28, 2026	AS OF FEB 28, 2025 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	10,695.66	1,755.25	8,940.41
1001.01 Capital Improvement Account	2,522.19	2,522.19	0.00
<b>Total 1001 General Library Checking</b>	<b>13,217.85</b>	<b>4,277.44</b>	<b>8,940.41</b>
1006 Petty Cash	83.00	100.00	-17.00
1007 CCTC Now Account	241,063.63	205,802.27	35,261.36
<b>Total 1000 Cash</b>	<b>254,364.48</b>	<b>210,179.71</b>	<b>44,184.77</b>
<b>Total Bank Accounts</b>	<b>\$254,364.48</b>	<b>\$210,179.71</b>	<b>\$44,184.77</b>
Accounts Receivable			
1100 Accounts Receivable	-377.74	0.00	-377.74
<b>Total Accounts Receivable</b>	<b>\$ -377.74</b>	<b>\$0.00</b>	<b>\$ -377.74</b>
Other Current Assets			
QuickBooks Tax Holding Account	945.05		945.05
<b>Total Other Current Assets</b>	<b>\$945.05</b>	<b>\$0.00</b>	<b>\$945.05</b>
<b>Total Current Assets</b>	<b>\$254,931.79</b>	<b>\$210,179.71</b>	<b>\$44,752.08</b>
<b>TOTAL ASSETS</b>	<b>\$254,931.79</b>	<b>\$210,179.71</b>	<b>\$44,752.08</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	604.40	881.10	-276.70
<b>Total Accounts Payable</b>	<b>\$604.40</b>	<b>\$881.10</b>	<b>\$ -276.70</b>
Credit Cards			
2010 CCTC - Credit Card	1,244.22	412.87	831.35
<b>Total Credit Cards</b>	<b>\$1,244.22</b>	<b>\$412.87</b>	<b>\$831.35</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
2035.09 Capital Improvements	2,522.19	2,522.19	0.00

**Montour Falls Memorial Library**  
**Statement of Financial Position Comparison**  
As of February 28, 2026

	TOTAL		
	AS OF FEB 28, 2026	AS OF FEB 28, 2025 (PY)	CHANGE
<b>Total 2035 Restricted Grants</b>	<b>2,544.33</b>	<b>2,544.33</b>	<b>0.00</b>
2040 Payroll Liabilities	0.00	0.00	0.00
2040.01 Federal Withholding	-1,702.62	37,486.56	-39,189.18
2040.02 Social Security	1,379.90	-41,572.41	42,952.31
2040.03 Medicare	322.72	3,200.68	-2,877.96
2040.04 NYS Withholding	379.09	0.00	379.09
2040.05 NYS Unemployment Tax	233.69	192.06	41.63
2040.06 NYS Re-Employment Tax	0.00	93.25	-93.25
<b>Total 2040 Payroll Liabilities</b>	<b>612.78</b>	<b>-599.86</b>	<b>1,212.64</b>
<b>Total Other Current Liabilities</b>	<b>\$4,057.11</b>	<b>\$2,844.47</b>	<b>\$1,212.64</b>
<b>Total Current Liabilities</b>	<b>\$5,905.73</b>	<b>\$4,138.44</b>	<b>\$1,767.29</b>
<b>Total Liabilities</b>	<b>\$5,905.73</b>	<b>\$4,138.44</b>	<b>\$1,767.29</b>
Equity			
3001 Opening Balance Equity Account	213,267.20	213,267.20	0.00
3002 Retained Earnings	56,259.86	50,720.12	5,539.74
Net Revenue	-20,501.00	-57,946.05	37,445.05
<b>Total Equity</b>	<b>\$249,026.06</b>	<b>\$206,041.27</b>	<b>\$42,984.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$254,931.79</b>	<b>\$210,179.71</b>	<b>\$44,752.08</b>

# Montour Falls Memorial Library

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

January - February, 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
<b>Revenue</b>			
4000 Tax Money		214,871.00	214,871.00
4100 Fundraising			
4101 Book Sales		1,500.00	1,500.00
4102 Donations - General	250.00	3,000.00	2,750.00
4104 Fundraising Other	1,529.00	10,000.00	8,471.00
<b>Total 4100 Fundraising</b>	<b>1,779.00</b>	<b>14,500.00</b>	<b>12,721.00</b>
4200 Grants			
4207 Sustainable Finger Lakes	600.00		-600.00
<b>Total 4200 Grants</b>	<b>600.00</b>		<b>-600.00</b>
4206 2026 Infinite Sums Grant	10,000.00		-10,000.00
4300 STLS Service Aid		1,550.00	1,550.00
4500 Interest	535.16	0.00	-535.16
<b>Total Revenue</b>	<b>\$12,914.16</b>	<b>\$230,921.00</b>	<b>\$218,006.84</b>
<b>GROSS PROFIT</b>	<b>\$12,914.16</b>	<b>\$230,921.00</b>	<b>\$218,006.84</b>
<b>Expenditures</b>			
5000 Payroll Exp - General			
5010 Library Director - Gener	8,400.61	54,641.00	46,240.39
5030 Library Assistant - Gen	11,843.51	106,512.00	94,668.49
<b>Total 5000 Payroll Exp - General</b>	<b>20,244.12</b>	<b>161,153.00</b>	<b>140,908.88</b>
5200 Payroll Taxes			
5210 Payroll Taxes General		12,750.00	12,750.00
5211 Social Security - Genera	1,255.10		-1,255.10
5212 Medicare General	293.58		-293.58
5213 NYS Unemployment Tax - General	409.94		-409.94
5214 NYS Re-employment Tax - General	15.18		-15.18
<b>Total 5210 Payroll Taxes General</b>	<b>1,973.80</b>	<b>12,750.00</b>	<b>10,776.20</b>
<b>Total 5200 Payroll Taxes</b>	<b>1,973.80</b>	<b>12,750.00</b>	<b>10,776.20</b>
6000 Employee Expense	878.00	5,140.00	4,262.00
6100 Collections		9,216.00	9,216.00
6110 Print Material General	1,100.24	0.00	-1,100.24
<b>Total 6100 Collections</b>	<b>1,100.24</b>	<b>9,216.00</b>	<b>8,115.76</b>
6200 Operations & Maint.			
6210 Repairs/Facility Improve	17.00	1,000.00	983.00
6220 Utilities	1,796.24	6,000.00	4,203.76
6230 Insurance -General		2,100.00	2,100.00
6240 Other		500.00	500.00
<b>Total 6200 Operations &amp; Maint.</b>	<b>1,813.24</b>	<b>9,600.00</b>	<b>7,786.76</b>
6300 Office Supplies	171.92	2,500.00	2,328.08
6300.03 Other	58.41		-58.41
<b>Total 6300 Office Supplies</b>	<b>230.33</b>	<b>2,500.00</b>	<b>2,269.67</b>

# Montour Falls Memorial Library

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

January - February, 2026

	TOTAL		
	ACTUAL	BUDGET	REMAINING
6325 Cleaning			
6325.01 Labor		4,080.00	4,080.00
6325.02 Supplies	193.51	300.00	106.49
<b>Total 6325 Cleaning</b>	<b>193.51</b>	<b>4,380.00</b>	<b>4,186.49</b>
6400 Telecom/Internet/Phone	113.16	2,000.00	1,886.84
6500 Postage/Shipping		500.00	500.00
6600 Accounting Fees			
6601 Bookkeeper	517.50	5,000.00	4,482.50
6603 Financial Review		2,000.00	2,000.00
<b>Total 6600 Accounting Fees</b>	<b>517.50</b>	<b>7,000.00</b>	<b>6,482.50</b>
6700 Equipment	699.98	1,500.00	800.02
6755 ALA - 2025 Grant Expenditures			
6755.01 Programs	329.64		-329.64
<b>Total 6755 ALA - 2025 Grant Expenditures</b>	<b>329.64</b>		<b>-329.64</b>
6757.00 2026 Infinite Sums Grant Expenditures			
6757.02 Program	70.81		-70.81
<b>Total 6757.00 2026 Infinite Sums Grant Expenditures</b>	<b>70.81</b>		<b>-70.81</b>
6800 Technology/Software	241.44	2,582.00	2,340.56
6801 ARC Tech Upgrades		3,000.00	3,000.00
6850 Grants Out			
6850.14 Sustainable Finger Lakes	275.00		-275.00
<b>Total 6850 Grants Out</b>	<b>275.00</b>		<b>-275.00</b>
6900 Program Expenses		3,000.00	3,000.00
6910 Program Exp - General	29.23		-29.23
<b>Total 6900 Program Expenses</b>	<b>29.23</b>	<b>3,000.00</b>	<b>2,970.77</b>
7000 Continuing Edu.		2,000.00	2,000.00
7100 Publicity/Advertising	279.00	600.00	321.00
7200 Dues & Subscriptions	191.22	1,500.00	1,308.78
7300 STLS ISL Cost Shares	4,234.94	4,000.00	-234.94
<b>Total Expenditures</b>	<b>\$33,415.16</b>	<b>\$232,421.00</b>	<b>\$199,005.84</b>
NET OPERATING REVENUE	<b>\$ -20,501.00</b>	<b>\$ -1,500.00</b>	<b>\$19,001.00</b>
NET REVENUE	<b>\$ -20,501.00</b>	<b>\$ -1,500.00</b>	<b>\$19,001.00</b>

# Statement of Activity Comparison

## Montour Falls Memorial Library

January 1-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - FEB 28 2026	JAN 1 - FEB 28 2025 (PY)
<b>Income</b>		
4100 Fundraising		
4102 Donations - General	250.00	172.76
4104 Fundraising Other	1,529.00	
<b>Total for 4100 Fundraising</b>	<b>\$1,779.00</b>	<b>\$172.76</b>
4200 Grants		
4207 Sustainable Finger Lakes	600.00	
<b>Total for 4200 Grants</b>	<b>\$600.00</b>	
4206 2026 Infinite Sums Grant	10,000.00	
4500 Interest	535.16	498.79
4010 Copying/Printing		44.10
<b>Total for Income</b>	<b>\$12,914.16</b>	<b>\$715.65</b>
<b>Cost of Goods Sold</b>		
<b>Gross Profit</b>	<b>\$12,914.16</b>	<b>\$715.65</b>
<b>Expenses</b>		
5000 Payroll Exp - General		
5010 Library Director - Gener	8,400.61	8,120.00
5030 Library Assistant - Gen	11,843.51	9,163.16
<b>Total for 5000 Payroll Exp - General</b>	<b>\$20,244.12</b>	<b>\$17,283.16</b>
5200 Payroll Taxes		
5210 Payroll Taxes General		
5211 Social Security - Genera	1,255.10	1,071.57
5212 Medicare General	293.58	250.60
5213 NYS Unemployment Tax - General	409.94	349.98
5214 NYS Re-employment Tax - General	15.18	12.96
<b>Total for 5210 Payroll Taxes General</b>	<b>\$1,973.80</b>	<b>\$1,685.11</b>
Payroll Taxes General Li	0.00	0.00
<b>Total for 5200 Payroll Taxes</b>	<b>\$1,973.80</b>	<b>\$1,685.11</b>
6000 Employee Expense	878.00	2,076.36
6100 Collections		
6110 Print Material General	1,100.24	3,200.50
<b>Total for 6100 Collections</b>	<b>\$1,100.24</b>	<b>\$3,200.50</b>
6200 Operations & Maint.		
6210 Repairs/Facility Improve	17.00	
6220 Utilities	1,796.24	971.62
6240 Other		57.52
<b>Total for 6200 Operations &amp; Maint.</b>	<b>\$1,813.24</b>	<b>\$1,029.14</b>

# Statement of Activity Comparison

## Montour Falls Memorial Library

January 1-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - FEB 28 2026	JAN 1 - FEB 28 2025 (PY)
6300 Office Supplies	\$171.92	\$54.00
6300.03 Other	58.41	34.63
<b>Total for 6300 Office Supplies</b>	<b>\$230.33</b>	<b>\$88.63</b>
6325 Cleaning		
6325.02 Supplies	193.51	
<b>Total for 6325 Cleaning</b>	<b>\$193.51</b>	
6400 Telecom/Internet/Phone	113.16	412.72
6600 Accounting Fees		
6601 Bookkeeper	517.50	270.00
<b>Total for 6600 Accounting Fees</b>	<b>\$517.50</b>	<b>\$270.00</b>
6700 Equipment	699.98	
6755 ALA - 2025 Grant Expenditures		
6755.01 Programs	329.64	
<b>Total for 6755 ALA - 2025 Grant Expenditures</b>	<b>\$329.64</b>	
6757.00 2026 Infinite Sums Grant Expenditures		
6757.02 Program	70.81	
<b>Total for 6757.00 2026 Infinite Sums Grant Expenditures</b>	<b>\$70.81</b>	
6800 Technology/Software	241.44	281.88
6850 Grants Out		
6850.14 Sustainable Finger Lakes	275.00	
<b>Total for 6850 Grants Out</b>	<b>\$275.00</b>	
6900 Program Expenses		
6910 Program Exp - General	29.23	509.64
<b>Total for 6900 Program Expenses</b>	<b>\$29.23</b>	<b>\$509.64</b>
7100 Publicity/Advertising	279.00	100.16
7200 Dues & Subscriptions	191.22	113.00
7300 STLS ISL Cost Shares	4,234.94	3,859.00
5100 Payroll Exp - Early Lit		
5130 Library Assistant - Chil		0.00
<b>Total for 5100 Payroll Exp - Early Lit</b>		<b>\$0.00</b>
6750 2022-2024 Construction Aid		27,752.40
<b>Total for Expenses</b>	<b>\$33,415.16</b>	<b>\$58,661.70</b>
<b>Net Operating Income</b>	<b>-\$20,501.00</b>	<b>-\$57,946.05</b>
Other Income		
Other Expenses		
<b>Net Other Income</b>		
<b>Net Income</b>	<b>-\$20,501.00</b>	<b>-\$57,946.05</b>

Director's Report for February 2026 • Montour Falls Memorial Library  
Meeting: Thursday, March 19th, 2026, at 4pm

CIRCULATION	FEBRUARY 2026	JANUARY 2026
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	234	309
Physical Circ	626	720
<b>TOTAL CIRC</b>	<b>860</b>	<b>1,029</b>
DIGITAL RESOURCE USAGE		
Kanopy	35	16
Mango	0	0
JobNow	0	0
OPERATIONS		
Patrons/Library Visits	564	606
Visitors/Tourists	12	23
Reference Questions	1,231	1,347
Computer Use	16	20
Printing	15	11
Meeting Space Non-Lib (sessions)	3	2
Wireless Use (unique)	47	73
New Cardholders	5	7
Total Volunteer Hours	27.5 + trustee hours	22 + trustee hours
Value of Volunteer Time (Independantsector.org)	Estimated \$34.97/hour = \$961.66	\$34.97/hour = \$769.34

### Operations/Internal Projects/Facility

- Updates to Director's Report
  - Added Reference Questions total above
  - Added Value of Volunteer Time per independantsector.org
  - Added Advocacy section
  - Coming soon:
    - Bringing back director and staff learning opportunities
    - Year-to-date circulation statistics as comparisons and known factors contributing to growth/contraction; reference questions (Thanks to Watkins Glen Public Library for sharing their new spreadsheet!)
    -
- Increase in Kanopy use
- Applied for the STLS NORTH STAR Leadership Journey
- Connected with Village about Children's Room light 3/18
- Filled the Youth Coordinator position and hired Hannah Rosier 3/10. Onboarding and training is underway, and staff duties are being shifted accordingly.

- Part 1 of updating/replacing computers and STLS service agreements is complete. Part 2 of replacing the main circ computer and front desk computer has begun; awaiting quote and service agreement from STLS. Still waiting for VoIP details.
- Our events calendar is now live on our website. You can find it on the right-hand side or at the main menu. We are looking into options for program registration. One is a plug-in for WordPress, and another is LibCal. Quotes have been requested.
  - You'll also find a page for the Infinite Sums grant. Working on a Grants tab where current grants can be featured.
- Discussion is ongoing regarding bringing the Juv collection out of the East Room. There has been an increase in the number of times we've had to not allow youth and teen patrons into the room to access the collection due to a private Facility Use. The Juv collection used to be housed near the Tiffany windows. Other collection rearranging may occur prior to or after this project, and we will update patrons on the website, social media, and adjust the way-finding signage appropriately.

### **Library Advocacy**

- NYS Budget
  - Governor's budget for general operating aid cut at 1.5%
  - The FY 2026 New York State Executive Budget proposal includes \$104.67 million for State Library Operating Aid and \$34 million for Library Construction Aid. Advocates are pushing for increased funding, highlighting a \$1.75 billion need for construction and aging infrastructure, as current construction aid covers only a small fraction of the required investment.
  - Operating Aid Limitations: Despite rising costs, operating aid has faced pressure, with critics noting it is significantly lower in inflation-adjusted terms than 30 years ago.
  - See more at: <https://stls.libguides.com/AdvocacyResources>, specifically the 2026 Advocacy Season tab
- Postcard Campaign

### **Current Grants**

- American Library Association: Libraries Transforming Communities; Accessible Small and Rural Communities (\$10,000) Remaining balance will be spent by the end of April 2026
- Foundation for Southern Tier Libraries Grant: Sunset in the Stacks (Oct-Mar) \$1,500
- Anagnost – Summer Learning Program report submitted
- NYS Construction Aid – Closing out
- 2026 Infinite Sums Rural & Small Libraries Cohort Grant (\$10,000)
- Awarded Sustainable Finger Lakes Grant (Rain Garden, \$600)

### **Upcoming Programs & Events**

- Offsite HeadStart Storytime – Thursdays at 9am
- Evening Storytime – Wednesdays at 6pm

- Saturday Night Pride 3/28 at 6-8pm at Odessa Library
- Intro to Dungeons & Dragons – paused as of March 1
- Dungeons & Dragons Campaign – 3/7 and 3/21 at 3-5pm
- ALA Movie Night and Pi Day – 3/9 at 6pm, 3/14 11am - 3pm
- Fantasy Book Club 3/24 at 6pm
- Art Workshops with Cynthia – 4/4 and 4/15. The latter date will occur during Storytime per patron requests for an adult program that happens during a children’s program so the whole family can attend; some patrons noted they could not attend otherwise
- Sunset in the Stacks Fridays 3/7, 3/13, 3/20. at 5 – 7pm; April TBD
- Schuyler Libraries Present: 1<sup>st</sup> Annual Pride celebration – June 11<sup>th</sup> at Montour Falls Farmers Market along with the Cornell Cooperative Extension of Schuyler County Plant Sale. 4 - 7pm

### **Staff Reports**

- Amy
  - The Infinite Sums Pi Day program on 3/14 brought in 50 people. The collab with the ALA grant program on 3/12 brought in 12. Amy tabled the OMCS Makers Market on 3/13 with some of the same activities as the aforementioned programs and saw 150. International Racing Museum let us borrow a steering wheel and hubcap for the week.
- Lisa
  - Blind Date with a Book has been successful and Lisa has shifted from a Valentine theme to Spring
  - Created an Employee Guidance Binder for circulation, STLS, and WorkFlows guidance; plus, other internal operations procedures such as opening and closing, and program prep. She is working on updating our cataloging guidance
  - Lisa oversaw the website updates
  - Updating Book Review Club sticker location and promo
- Hannah
  - Sorted the toys in the Children’s Room to allow easy seasonal rotation
  - Shifting into taking the reins on several programs including Storytime and Sunset in the Stacks; working on Summer Learning Program with Amy
  - Started collection maintenance of the Children’s Room / Early Literacy and will move into the East Room / Juv Collection (Youth, Early Chapter Books, Chapter Books, Graphic Novels, and all Juv nonfic)
  - Updated way-find signage in coordination with Lisa
- Casey
  - Pausing Introduction to D & D
  - Coordinating with the D & D Campaign members on frequency; they requested an increase but we’re not able to staff it as prep is time consuming. We offered Facility Use and use of library D & D resources. Conversation is ongoing.

### **Services & Resources**

- Computer Use; printing/copies \$0.25 per side; scan to email is free; Tech support and meeting space 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 • March 19<sup>th</sup>, 2026

## **Library Manager**

The Library Manager operates under the supervision of the Library Director and is a liaison between patrons, staff, volunteers, and the community. The Manager assists with the implementation of the library's strategic plan, goals, and mission. The Library Manager assists with administrative tasks under the guidance of the Director and may act on the Director's behalf in their absence. Additional duties as assigned.

The Library Manager will maintain a positive working relationship with the Director, the Library Board of Trustees, volunteers, and those involved with the success of the facility and its services.

### **Professional Development:**

- Maintains awareness of knowledgeable resources
  - Maintain a knowledge of current issues, trends, and ideas related to library services at the Library, STLS, NYLA, LILRC, ALA levels and includes but is not limited to local, regional, state, and federal level resources
  - Is proficient in Library digital services such as STARCat, Libby/OverDrive, NOVELny, Kanopy, Ground News, and any future additions and participates in the required training for them and affectively assists patrons and Library personnel in navigating and troubleshooting
- Participates in staff development, continuing education opportunities, and community-focused committees as it pertains to the Library and as assigned
- Represents the Library to outside organizations and upholds its role in the community that align with the Library's mission

### **Administrative & Public Relations**

- Is the liaison with library partners, collaborators, programmers to report to the Library Director, schedule, implement, and promote library programs and services
- Assists with statistics and reports to the Director and other personnel as assigned
- Oversees and works with other staff in volunteer interviewing, scheduling, training, and supervision

### **Circulation and Operational tasks including but not limited to:**

- Oversees circulation duties and assigns to other Library personnel as appropriate:
  - Deliver excellent customer service to patrons
  - Shelving and item maintenance
  - Workflows tasks such as discharging and checking out items, new user registration, overdue and lost reports, processing transit, holds, bookdrop,
  - Answering the phone and directing calls; taking and delivering messages
- Schedules patron tech assistance including STARCat, Libby, Kanopy, Ground News, Mango Languages and other general tech and digital literacy needs (ex." mobile device assistance)
- Report when supplies are low; ordering as approved

- Oversees the technology utilized within the library and outsources to appropriate parties when necessary.

#### Promotion and publicity

- Creates and distributes content to promote library programs and services, community collaborations and events, and more in digital and print formats as assigned
- Participates in community engagement activities, meetings, and events

#### Collections Development tasks including but not limited to:

- Adheres to and complies with the complete Collection Development Policy; Catalogs materials as per STLS guidance and the Library's standards
- Oversees cataloging and item maintenance; may assign and supervise others to assist; includes new, existing, and potential items.
- Assists Director with weeding and with developing cataloging standards
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EDITING NOTES: Oversee vs Supervise?

## Law Enforcement Inquiries Policy and Procedure

Montour Falls Memorial Library

### Law Enforcement Inquiries Policy and Procedure

#### I. Introduction

The Montour Falls Memorial Library supports the efforts of our country and community to preserve and protect the safety and wellbeing of all residents.

It also subscribes to the American Library Association's Library Code of Ethics, Core Values, and Library Bill of Rights with an emphasis on *"protecting each library user's right to privacy and confidentiality with respect to information sought or received, and access regardless of a library user's origin, age, background, or views."*

The Montour Falls Memorial Library maintains these commitments through New York State Civil Practice Laws and Rules Section 4509, Library Records (signed into law June 13, 1988) which states:

"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user of pursuant to subpoena, court order or where otherwise required by statute."

The Montour Falls Memorial Library will comply with formal and legitimate law enforcement requests by federal, state, or local authorities. The following procedures identify how the library will respond.

#### II. Procedures for Library Staff and Volunteers

**If a law enforcement officer requests library records or information about a library user or staff member:**

- Ask for the officer's identification.
- Inform the officer that staff and volunteers are not authorized to provide confidential information, and library policy requires staff and volunteers to refer them to speak to the Library Director.

- Refer the officer to the Library Director.

**If a law enforcement officer requests library records or information about a library user or staff member and the Library Director is not present:**

- Ask for the officer's identification. Record the officer's name and ask for their contact information.
- Inform the officer that staff and volunteers are not authorized to provide confidential information, and library policy requires staff and volunteers to refer them to speak to the Library Director.
- Attempt to reach the Library Director, or their designee. If you cannot reach the Library Director or their designee, contact Southern Tier Library System's Executive Director.
- Inform the officer an authorized individual will contact them as soon as they become available.
- Provide the officer's contact information to the Library Director, or their designee as soon as possible, and inform them of the urgency within your communication.

**III. Procedures for the Library Director or Their Designee**

- Ask for the officer's identification. Record the officer's name and ask for their contact information.
- If possible, ask another staff member or volunteer to be present during the interview with the officer.

**A. Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):**

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel, and ask the officer to speak to the library's lawyer.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel [if available] or [if no legal counsel is available] Southern Tier Library System's Executive Director and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.

- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director, or their designee, all materials should be turned over to the Library Director.

**B. If the law enforcement officer presents a subpoena or similar request for records:**

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library, and any information may need to be obtained through Southern Tier Library System.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director, or their designee, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel and the Southern Tier Library System to respond appropriately to the subpoena.

**C. If the law enforcement officer presents a search warrant:**

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.

- If a library staff member is required to respond to a search warrant in the absence of the Library Director, all materials should be turned over to the Library Director.

#### **IV. Immigration and Customs Enforcement (ICE) Visits**

##### **A. If ICE seeks library records or information about a library user or staff member:**

- Library staff or volunteers should follow procedures as listed above in law enforcement requests - *II. Procedures for Library Staff and Volunteers.*
- Library Director or their designee should follow procedures as listed above in law enforcement inquiries - *III. Procedures for the Library Director or Their Designee*
- Exception to procedures: ICE may ask to inspect the library's I-9 forms without a subpoena or court order. The Library Director will work with the library's legal counsel to ask for assistance while allowing the ICE agent to inspect the I-9 forms in accordance with the library's HR policies and guidance.

##### **B. If ICE seeks to search and detain a library user or staff member:**

- Library Director or staff should ask for an ICE agent's ID and administrative warrant if an ICE agent introduces themselves.
- Library Director and staff will not interfere if ICE agents attempt to detain an individual within *designated public spaces* of the library.
- Library Director and staff will inform ICE agents of library spaces that are designated *authorized individuals only*, when possible, during a search. Such spaces may include staff break rooms, professional offices, study rooms, or conference rooms by reservation. Court-issued subpoenas and warrants are required of ICE agents to search these spaces.
- Library Director and staff should ask for an ICE agent's ID and administrative warrant after detainment of a library user if the ICE agent did not provide it prior to detainment. Record as much information as is provided.
- Library administration will contact legal counsel after detainment as well as the Southern Tier Library System to seek further guidance.

Adopted by the Montour Falls Memorial Library Board of Trustees on MM/DD/YYYY