

Montour Falls Memorial Library • Board Meeting Agenda  
Thursday, April 16th, 2026 at 4pm  
\*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer’s Report
  - Bookkeeper Update
  - External Audit with CPA Update
  - Annual Report
- President’s Report
  - Trustee Handbook – Review Library Policy & Development
  - Submit Annual Report FY2025\*
- Committee Reports
  - Building & Grounds Committee
  - Finance/Executive Committee
  - Fundraising/Grants/Community Relations Committee
  - Historical Records & Artifacts Committee
  - Personnel/ Nominating/Policies Committee
- Director’s Report
  - Staff Reports
  - Grants
    - Foundation for Southern Tier Librarians
    - Anagnost – Summer Learning 2026
- Adjournment

Montour Falls Memorial Library • Board Meeting Minutes  
Thursday, March 19th, 2026 at 4pm

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

**Trustees Absent:** Katherine Herleman

**Others Present:** Jessica Westlake, Director

Meeting called to order at 4:00p.

- Approval of Minutes Bruce motioned to approve. Jen seconded. All approved.
- Public Expression: None.
- Treasurer's Report: No significant updates with finances. Fiscally, the library is in good standing. JF; NB
  - Bookkeeper Update: New bookkeeper will be Nichole Freelove. Draft job description and contract are being worked on. She may not be able to start until May, but Jeff is willing to stay until she starts.
  - External Audit with CPA Update: External audit still needed. Jess will send Bruce contact for auditing.
  - Jen motioned to approve the Treasurer's Report. Noah seconded. All approved.
- President's Report
  - Trustee Handbook – Review section on Ethics and Conflict of Interest: No one had any questions. Board agreed to review the policy and policy development section of the handbook next. The group also discussed adding policy development on the agenda for a future meeting.
- Committee Reports
  - Building & Grounds Committee: Did not meet.
  - Finance/Executive Committee: Did not meet.
  - Fundraising/Grants/Community Relations Committee: Did not meet.
  - Historical Records & Artifacts Committee: Did not meet.
  - Personnel/Nominating/Policies Committee: Did not meet.
- Director's Reports
  - Policy Revisions/Additions\*
    - Closed Holidays and Paid Holidays Policies: Personnel Committee will meet to review.
    - Library Manager Job Description:
      - The Board briefly reviewed and discussed wording and edits needed. It will be further reviewed and edited for next meeting, where it will be voted on.
    - NEW Law Enforcement Inquiries Policy and Procedure: Group voted to leave as written. Bruce motioned to approve policy as written. Noah seconded. All approved.

- o Staff Reports:
  - Grouped discussed flexing staff hours. Personnel committee will discuss further when they meet.
  - Recent programming Amy has been working on brought in extra patrons. Infinite Sums Pi Day event brought in 50 people. The collaborations with the ALA grant brought in 12. A tabling event with OMCS Makers Market saw 150 people.
  - Lisa has been working on the Blind Date with a Book, which has been successful. She's also working on an Employee Guidance Binder, WorkFlows, and other operating procedures, and website updates.
  - Hannah has been working on sorting the toys in the Children's Room and taking the reins on the children and youth programs. Updated signage alongside Lisa.
  - Casey has paused the Intro to D&D, and is working with campaign members to determine frequency.
- o Grants:
  - American Library Association: Amy will spend remaining funds by end of April.
  - Foundation for Southern Tier Libraries: Sunset in the Stacks - \$1500 award.
  - Anagnost: Report submitted.
  - NYS Construction Aid: Closing out.
- o Added Value of Volunteer time to Director's Report. Noah asked what the purpose was. Jess explained it is an added measurement requested from STLS. Noah requested year-to-year data, in addition to month-to-month. Board agreed.
- o The library has seen an increase in Kanopy use, a streaming service library patrons can access using their card number.
- o Library applied for NORTH STAR Leadership Journey.
- o Youth Coordinator position was filled. Onboarding and training is going well.
- o Waiting for quotes on computers, but others are done.
- o Events calendar is live on the library website.
  - Noah requested invite to LibCal demo.
- o Jess shared the library may be working on a rearranging project to bring the Juv collection out of the East Room. There have been a few times the room has been reserved for external meetings and youth have been unable to access the room. Other possible options were discussed, including holding these meetings elsewhere, and/or not allowing use of the room for meetings after school hours. Further consideration and discussion will be had.
- o Jess is encouraging everyone to complete their advocacy efforts again after decreased budget proposal.
- o Jess applied to present at Spring CE on June 5<sup>th</sup> at the Corning Radisson and will be presenting with Karin Thomas on libraries and their relationship with school districts. The talk will include how the partnerships with the schools began, and the benefits and barriers. Board members can register on the STLS website.
- o Fire alarm inspection was done. The horn for the alarm by the bathroom horn was not working and has been replaced.
- o Visitor Center – editing map the library gives.
- o Website compliance – some trainings coming up. The library strategic plan and five-year plan should be on the website. Both currently need updating. The group discussed starting with a community survey.

- Adjournment

Bruce motioned to adjourn at 4:42p. Noah seconded. All approved.

# Statement of Activity Comparison

## Montour Falls Memorial Library

March 1-31, 2026

	TOTAL	
	MAR 2026	MAR 2025 (PY)
<b>Revenue</b>		
4100 Fundraising		
4104 Fundraising Other	473.09	
4102 Donations - General		1,000.00
<b>Total for 4100 Fundraising</b>	<b>\$473.09</b>	<b>\$1,000.00</b>
4500 Interest	264.17	233.32
<b>Total for Revenue</b>	<b>\$737.26</b>	<b>\$1,233.32</b>
<b>Cost of Goods Sold</b>		
<b>Gross Profit</b>	<b>\$737.26</b>	<b>\$1,233.32</b>
<b>Expenditures</b>		
5000 Payroll Exp - General		
5010 Library Director - Gener	4,150.66	4,080.00
5030 Library Assistant - Gen	7,554.72	3,726.88
<b>Total for 5000 Payroll Exp - General</b>	<b>\$11,705.38</b>	<b>\$7,806.88</b>
5200 Payroll Taxes		
5210 Payroll Taxes General		
5211 Social Security - Genera	725.71	491.43
5212 Medicare General	169.74	114.93
5213 NYS Unemployment Tax - General	181.18	160.51
5214 NYS Re-employment Tax - General	8.79	5.95
<b>Total for 5210 Payroll Taxes General</b>	<b>\$1,085.42</b>	<b>\$772.82</b>
Payroll Taxes General Li	-239.68	-0.02
<b>Total for 5200 Payroll Taxes</b>	<b>\$845.74</b>	<b>\$772.80</b>
6000 Employee Expense	941.35	
6100 Collections		
6110 Print Material General	242.77	-19.53
6130 Electronic Materials Gen		177.68
<b>Total for 6100 Collections</b>	<b>\$242.77</b>	<b>\$158.15</b>
6200 Operations & Maint.		
6210 Repairs/Facility Improve	9.99	
6220 Utilities	1,104.52	
<b>Total for 6200 Operations &amp; Maint.</b>	<b>\$1,114.51</b>	
6300 Office Supplies	\$86.16	\$26.80
6300.02 Paper	-42.09	
<b>Total for 6300 Office Supplies</b>	<b>\$44.07</b>	<b>\$26.80</b>
6325 Cleaning		
6325.01 Labor	1,785.00	
<b>Total for 6325 Cleaning</b>	<b>\$1,785.00</b>	
6400 Telecom/Internet/Phone	1,257.40	112.72

# Statement of Activity Comparison

## Montour Falls Memorial Library

March 1-31, 2026

	TOTAL	
	MAR 2026	MAR 2025 (PY)
6600 Accounting Fees		
6601 Bookkeeper	187.50	187.50
6602 Tax Preparation Fee	1,950.00	
<b>Total for 6600 Accounting Fees</b>	<b>\$2,137.50</b>	<b>\$187.50</b>
6757.00 2026 Infinite Sums Grant Expenditures		
6757.02 Program	324.99	
<b>Total for 6757.00 2026 Infinite Sums Grant Expenditures</b>	<b>\$324.99</b>	
6758 ST Foundation - Sunset in the Stacks	28.94	
6800 Technology/Software	120.72	38.88
6900 Program Expenses		
6910 Program Exp - General	55.45	61.75
<b>Total for 6900 Program Expenses</b>	<b>\$55.45</b>	<b>\$61.75</b>
7200 Dues & Subscriptions	95.61	
5100 Payroll Exp - Early Lit		
5130 Library Assistant - Chil		119.34
<b>Total for 5100 Payroll Exp - Early Lit</b>		<b>\$119.34</b>
6500 Postage/Shipping		12.05
6700 Equipment		79.00
<b>Total for Expenditures</b>	<b>\$20,699.43</b>	<b>\$9,375.87</b>
<b>Net Operating Revenue</b>	<b>-\$19,962.17</b>	<b>-\$8,142.55</b>
Other Revenue		
Other Expenditures		
<b>Net Other Revenue</b>		
<b>Net Revenue</b>	<b>-\$19,962.17</b>	<b>-\$8,142.55</b>

# Montour Falls Memorial Library

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

January - March, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<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	2,002.09	10,000.00	-7,997.91
<b>Total 4100 Fundraising</b>	<b>2,252.09</b>	<b>14,500.00</b>	<b>-12,247.91</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	799.33	0.00	799.33
<b>Total Revenue</b>	<b>\$13,651.42</b>	<b>\$230,921.00</b>	<b>\$ -217,269.58</b>
<b>GROSS PROFIT</b>	<b>\$13,651.42</b>	<b>\$230,921.00</b>	<b>\$ -217,269.58</b>
<b>Expenditures</b>			
5000 Payroll Exp - General			
5010 Library Director - Gener	12,551.27	54,641.00	-42,089.73
5030 Library Assistant - Gen	19,398.23	106,512.00	-87,113.77
<b>Total 5000 Payroll Exp - General</b>	<b>31,949.50</b>	<b>161,153.00</b>	<b>-129,203.50</b>
5200 Payroll Taxes			
5210 Payroll Taxes General		12,750.00	-12,750.00
5211 Social Security - Genera	1,980.81		1,980.81
5212 Medicare General	463.32		463.32
5213 NYS Unemployment Tax - General	591.12		591.12
5214 NYS Re-employment Tax - General	23.97		23.97
<b>Total 5210 Payroll Taxes General</b>	<b>3,059.22</b>	<b>12,750.00</b>	<b>-9,690.78</b>
Payroll Taxes General Li	-239.68		-239.68
<b>Total 5200 Payroll Taxes</b>	<b>2,819.54</b>	<b>12,750.00</b>	<b>-9,930.46</b>
6000 Employee Expense	1,819.35	5,140.00	-3,320.65
6100 Collections		9,216.00	-9,216.00
6110 Print Material General	1,343.01	0.00	1,343.01
<b>Total 6100 Collections</b>	<b>1,343.01</b>	<b>9,216.00</b>	<b>-7,872.99</b>
6200 Operations & Maint.			
6210 Repairs/Facility Improve	26.99	1,000.00	-973.01
6220 Utilities	2,900.76	6,000.00	-3,099.24
6230 Insurance -General		2,100.00	-2,100.00
6240 Other		500.00	-500.00
<b>Total 6200 Operations &amp; Maint.</b>	<b>2,927.75</b>	<b>9,600.00</b>	<b>-6,672.25</b>
6300 Office Supplies	258.08	2,500.00	-2,241.92
6300.02 Paper	-42.09		-42.09
6300.03 Other	58.41		58.41

# Montour Falls Memorial Library

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

January - March, 2026

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
<b>Total 6300 Office Supplies</b>	<b>274.40</b>	<b>2,500.00</b>	<b>-2,225.60</b>
6325 Cleaning			
6325.01 Labor	1,785.00	4,080.00	-2,295.00
6325.02 Supplies	193.51	300.00	-106.49
<b>Total 6325 Cleaning</b>	<b>1,978.51</b>	<b>4,380.00</b>	<b>-2,401.49</b>
6400 Telecom/Internet/Phone	1,370.56	2,000.00	-629.44
6500 Postage/Shipping		500.00	-500.00
6600 Accounting Fees			
6601 Bookkeeper	705.00	5,000.00	-4,295.00
6602 Tax Preparation Fee	1,950.00	0.00	1,950.00
6603 Financial Review		2,000.00	-2,000.00
<b>Total 6600 Accounting Fees</b>	<b>2,655.00</b>	<b>7,000.00</b>	<b>-4,345.00</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	395.80		395.80
<b>Total 6757.00 2026 Infinite Sums Grant Expenditures</b>	<b>395.80</b>		<b>395.80</b>
6758 ST Foundation - Sunset in the Stacks	28.94		28.94
6800 Technology/Software	362.16	2,582.00	-2,219.84
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	84.68		84.68
<b>Total 6900 Program Expenses</b>	<b>84.68</b>	<b>3,000.00</b>	<b>-2,915.32</b>
7000 Continuing Edu.		2,000.00	-2,000.00
7100 Publicity/Advertising	279.00	600.00	-321.00
7200 Dues & Subscriptions	286.83	1,500.00	-1,213.17
7300 STLS ISL Cost Shares	4,234.94	4,000.00	234.94
<b>Total Expenditures</b>	<b>\$54,114.59</b>	<b>\$232,421.00</b>	<b>\$ -178,306.41</b>
NET OPERATING REVENUE	<b>\$ -40,463.17</b>	<b>\$ -1,500.00</b>	<b>\$ -38,963.17</b>
NET REVENUE	<b>\$ -40,463.17</b>	<b>\$ -1,500.00</b>	<b>\$ -38,963.17</b>

# Montour Falls Memorial Library

## Statement of Financial Position Comparison

As of March 31, 2026

	TOTAL		
	AS OF MAR 31, 2026	AS OF MAR 31, 2025 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	3,976.37	6,405.44	-2,429.07
1001.01 Capital Improvement Account	2,522.19	2,522.19	0.00
<b>Total 1001 General Library Checking</b>	<b>6,498.56</b>	<b>8,927.63</b>	<b>-2,429.07</b>
1006 Petty Cash	83.00	100.00	-17.00
1007 CCTC Now Account	227,827.80	192,535.59	35,292.21
<b>Total 1000 Cash</b>	<b>234,409.36</b>	<b>201,563.22</b>	<b>32,846.14</b>
<b>Total Bank Accounts</b>	<b>\$234,409.36</b>	<b>\$201,563.22</b>	<b>\$32,846.14</b>
Accounts Receivable			
1100 Accounts Receivable	150.18	0.00	150.18
<b>Total Accounts Receivable</b>	<b>\$150.18</b>	<b>\$0.00</b>	<b>\$150.18</b>
Other Current Assets			
QuickBooks Tax Holding Account	437.43		437.43
<b>Total Other Current Assets</b>	<b>\$437.43</b>	<b>\$0.00</b>	<b>\$437.43</b>
<b>Total Current Assets</b>	<b>\$234,996.97</b>	<b>\$201,563.22</b>	<b>\$33,433.75</b>
<b>TOTAL ASSETS</b>	<b>\$234,996.97</b>	<b>\$201,563.22</b>	<b>\$33,433.75</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	1,436.23	450.69	985.54
<b>Total Accounts Payable</b>	<b>\$1,436.23</b>	<b>\$450.69</b>	<b>\$985.54</b>
Credit Cards			
2010 CCTC - Credit Card	947.36	369.36	578.00
<b>Total Credit Cards</b>	<b>\$947.36</b>	<b>\$369.36</b>	<b>\$578.00</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 March 31, 2026

	TOTAL		
	AS OF MAR 31, 2026	AS OF MAR 31, 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	651.11	-651.11
2040.01 Federal Withholding	-3,493.52	38,699.28	-42,192.80
2040.02 Social Security	2,831.36	-42,555.27	45,386.63
2040.03 Medicare	662.16	2,970.82	-2,308.66
2040.04 NYS Withholding	-78.82	-651.11	572.29
2040.05 NYS Unemployment Tax	183.97	192.04	-8.07
2040.06 NYS Re-Employment Tax	0.00	93.25	-93.25
<b>Total 2040 Payroll Liabilities</b>	<b>105.15</b>	<b>-599.88</b>	<b>705.03</b>
<b>Total Other Current Liabilities</b>	<b>\$3,549.48</b>	<b>\$2,844.45</b>	<b>\$705.03</b>
<b>Total Current Liabilities</b>	<b>\$5,933.07</b>	<b>\$3,664.50</b>	<b>\$2,268.57</b>
<b>Total Liabilities</b>	<b>\$5,933.07</b>	<b>\$3,664.50</b>	<b>\$2,268.57</b>
Equity			
3001 Opening Balance Equity Account	213,267.20	213,267.20	0.00
3002 Retained Earnings	56,259.87	50,720.12	5,539.75
Net Revenue	-40,463.17	-66,088.60	25,625.43
<b>Total Equity</b>	<b>\$229,063.90</b>	<b>\$197,898.72</b>	<b>\$31,165.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$234,996.97</b>	<b>\$201,563.22</b>	<b>\$33,433.75</b>

**2024 Rankings - Libraries Funding Levels and Rank Under Free Direct Access Plan - 2027-2031 - STLS**

<b>Funding Ranking</b>	<b>Library</b>	<b>County</b>	<b>Total Referendum Funding</b>	<b>School District or Municipal Resident Population</b>	<b>School District Student Population</b>	<b>Referendum Funding per School District or Municipal Resident</b>	<b>Referendum Funding per SD Student</b>	<b>2023 Rank</b>	<b>Rank Increase / Decrease</b>	<b>Biggest Funding Increases (100% or more)</b>	<b>Bigger Funding Increases (50% - 99%)</b>	<b>Big Funding Increases (25% - 49%)</b>
1	Whitesville Public Library	ALLEGANY	\$ 64,693	1150	266	\$ 56.25	\$ 243.21	1	0		2017	
2	David A Howe Public Library	ALLEGANY	\$ 469,941	9181	1267	\$ 51.19	\$ 370.91	2	0	2025		
3	Penn Yan Public Library	YATES	\$ 750,208	15300	1598	\$ 49.03	\$ 469.47	3	0			
4	*Chemung County Library District	CHEMUNG	4,023,615	88830	N/A	\$ 45.30	N/A	4	0			
5	Southeast Steuben County Library	STEUBEN	\$ 1,479,119	34108	5057	\$ 43.37	\$ 292.49	15	10		2024	2015
6	Prattsburg Free Library	STEUBEN	\$ 90,380	2085	426	\$ 43.35	\$ 212.16	5	-1	2017		
7	~Pulteney Free Library	STEUBEN	\$ 54,410	1285	491	\$ 42.34	\$ 110.81	6	-1		2013	
8	Friendship Free Library	ALLEGANY	\$ 83,441	2144	354	\$ 38.92	\$ 235.71	7	-1			2016/2022
9	Belfast Public Library	ALLEGANY	\$ 87,928	2362	345	\$ 37.23	\$ 254.86	8	-1		2021	
10	Cuba Circulating Library Association	ALLEGANY	\$ 237,098	6421	890	\$ 36.93	\$ 266.40	9	-1		2022	
11	Hornell Public Library	STEUBEN	\$ 370,955	10698	1707	\$ 34.68	\$ 217.31	10	-1		2020	
12	Watkins Glen Cen Sch Dis Free Pub Lib	SCHUYLER	\$ 267,025	8020	1174	\$ 33.29	\$ 227.45	19	7		2024	
13	~Fred and Harriet Taylor Memorial Library	STEUBEN	\$ 73,500	2343	491	\$ 31.37	\$ 149.69	11	-2			
14	Dormann Library	STEUBEN	\$ 347,908	11388	1533	\$ 30.55	\$ 226.95	13	-1			
15	Montour Falls Memorial Library	SCHUYLER	\$ 177,580	5854	752	\$ 30.33	\$ 236.14	12	-3	2016		
16	Dundee Library	YATES	\$ 178,000	6469	747	\$ 27.52	\$ 238.29	14	-2	2014		
17	~**Avoca Free Library	STEUBEN	\$ 58,000	2264	470	\$ 25.62	\$ 123.40	18	1			
18	Essential Club Free Library	ALLEGANY	\$ 40,750	1681	253	\$ 24.24	\$ 161.07	17	-1			
19	~**Howard Public Library	STEUBEN	\$ 34,000	1467	470	\$ 23.18	\$ 72.34	16	-3			
20	Wide Awake Club Library	ALLEGANY	\$ 111,525	5193	661	\$ 21.48	\$ 168.72	22	2			
21	Wayland Free Library	STEUBEN	\$ 202,019	9451	1140	\$ 21.38	\$ 177.21	20	-1			2014
22	Alfred Box of Books Library	ALLEGANY	\$ 147,630	7373	626	\$ 20.02	\$ 235.83	21	-1	2017		2022
23	Cohocton Public Library	STEUBEN	\$ 176,000	9451	1140	\$ 18.62	\$ 154.39	23	0		2015	
24	Wimodaughasian Free Library	STEUBEN	\$ 114,990	6203	930	\$ 18.54	\$ 123.65	24	0			2016/2017
25	Scio Memorial Library	ALLEGANY	\$ 41,593	2350	349	\$ 17.70	\$ 119.18	26	1			2021/2023
26	20th Century Club Library	ALLEGANY	\$ 120,000	7373	626	\$ 16.28	\$ 191.69	25	-1	2017		2023
27	Dutton S Peterson Memorial Library	SCHUYLER	\$ 86,710	5854	752	\$ 14.81	\$ 115.31	29	2		2016	
28	Belmont Free Library	ALLEGANY	\$ 58,200	4064	576	\$ 14.32	\$ 101.04	27	-1		2017	
29	Angelica Free Library	ALLEGANY	\$ 56,000	4064	576	\$ 13.78	\$ 97.22	28	-1		2017	
30	Bolivar Free Library	ALLEGANY	\$ 61,500	4464	799	\$ 13.78	\$ 76.97	32	2			2015/2016
31	Rushford Free Library	ALLEGANY	\$ 82,730	6421	890	\$ 12.88	\$ 92.96	31	0		2022	
32	~**Jasper Free Library	STEUBEN	\$ 17,680	1424	566	\$ 12.42	\$ 31.24	30	-2			
33	Benedek Memorial Library	STEUBEN	\$ 68,800	5675	863	\$ 12.12	\$ 79.72	34	1			
34	Colonial Library	ALLEGANY	\$ 51,880	4464	799	\$ 11.62	\$ 64.93	35	1			
35	Arkport Public Library	STEUBEN	\$ 46,913	3089	454	\$ 11.58	\$ 103.33	33	-2	2020		2024
36	Genesee Library	ALLEGANY	\$ 47,502	4464	799	\$ 10.64	\$ 59.45	36	0			2019/2021

37	Andover Free Library	ALLEGANY	\$ 23,000	2172	333	\$ 10.59	\$ 69.07	37	0			
38	E J Cottrell Memorial Library	STEUBEN	\$ 79,145	9451	1140	\$ 8.37	\$ 69.43	38	0			2014/2023
39	Addison Public Library	STEUBEN	\$ 40,000	7094	1135	\$ 5.64	\$ 35.24	39	0			2023
40	Mabel D. Blodgett Memorial Library	YATES	\$ 50,306	9683	1145	\$ 5.20	\$ 43.94	40	N/A	2021	2020	
41	Middlesex Public Library	YATES	\$47,034	9683	1145	\$ 4.86	\$ 41.08	41	N/A	2021		2020
42	Modeste Bedient Memorial Library	YATES	\$ 65,000	15300	1598	\$ 4.25	\$ 40.68	42	0			2017
	~ Indicates library's local funding is based on Town Population; all others are based on School District Population											
	* Chemung County Figures represent County Per Capita; not School District Resident Per Capita											
	** Indicates Chartered libraries without public funding referendum											
	Reading Centers are not listed as the Report applies to Free Direct Access Plan of Chartered Libraries											

**2027 – 2031 Free Direct Access Plan**  
Member Library Approval & Agreement Form



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**2027 - 2031 Free Direct Access Plan**  
**Member Library Approval Form**

*As required by Commissioner's Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the library system nor member libraries will charge individuals for library cards.*

This overall statement along with supporting documentation of the Free Direct Access Plan of the Southern Tier Library System must be approved by all chartered libraries in STLS' service area. The Free Direct Access Plan was presented to member libraries for review, revisions and recommendations. In good faith, STLS has incorporated all justified recommendations from its member libraries and intends to uphold the Free Direct Access Plan as part of its Plan of Service 2027-2031.

By signing this approval form, our library also agrees to uphold the Free Direct Access Plan as part of STLS' Plan of Service 2027-2031.

**Member Library Agreement and Approval**

The Board of Trustees of the \_\_\_\_\_ Library

voted to approve the Southern Tier Library System's Free Direct Access Plan at a

meeting held \_\_\_\_\_ (date.)

Signature \_\_\_\_\_  
Board President

Name (please print) \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Brian M. Hildreth, Executive Director  
Southern Tier Library System

# Montour Falls Memorial Library

March 2026 Director's Report

Submitted by Jess Westlake; Library Director

Board Meeting: Thursday, April 16<sup>th</sup>, 2026



## Operations/Internal Projects/Facility

- Updates to Director's Report to include graphs
- Coming soon: director and staff learning opportunities and additional year-to-date data
- Awarded the STLS NORTH STAR Leadership Journey; starts on May 8<sup>th</sup>, 2026
- Awaiting service agreements for VoIP (payment sent) and for desktop computers
- Review the Proposed 2027 - 2031 STLS Direct Access Plan & 2024 Funding Levels. Direct Access Approval and Agreement Form is due to STLS by July 10

## Library Advocacy

- NYS Budget - extended a third time
  - 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>, 2026 Advocacy Season tab

## Finance

### 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-May) \$1,500
- Anagnost – Summer Learning Program: Awarded \$1,000 for 2026
- NYS Construction Aid – Closing out
- 2026 Infinite Sums Rural & Small Libraries Cohort Grant (\$10,000)
- Awarded Sustainable Finger Lakes Grant (Rain Garden, \$600)

### Budget Notes

- Libraries Are For Everyone Campaign through STLS
  - One poster, one sandwich board insert, and lanyards covered by STLS
  - We opted into one banner (shareable with Schuyler Libraries) and one t-shirt for each MFL staff
  - Total is \$364.25 from the advertising budget
- Overpayment reimbursement from Traveler's \$198

## **Staff Reports**

- Amy
  - Wrapping up ALA grant and planning programs through December 2026; Preparing for Summer Learning
- Lisa
  - Navigating facility use for outside programs; Organizing circ desk and operations guidance; researching LibCal vs. website plug-in; assisting with Annual Report
- Hannah
  - Ongoing collection maintenance; Preparing for Summer Learning
- Casey
  - D & D Campaign is coordinating with Facility Use to expand their campaign

## **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

CIRCULATION	March 2026	Feb 2026
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	256	234
Physical Circ	715	626
<b>TOTAL CIRC</b>	<b>971</b>	<b>860</b>
<b>DIGITAL RESOURCE USAGE</b>		
Kanopy	23	35
Mango	0	0
JobNow	8	0
<b>OPERATIONS</b>		
Patron/Library Visits	730	564
Visitors/Tourists	18	12
Reference Questions	1,507	1,231
Computer Use	29	16
Printing	9	15
Meeting Space Non-Lib (sessions)	6	3
Wireless Use (unique)	74	47
New Cardholders	4	5
Total Volunteer Hours	35	47.5
Value of Volunteer Time; Estimated \$34.79/hour (Independantsector.org)	35hrs = \$1,217.65	\$961.66

