

Montour Falls Memorial Library • Board Meeting Agenda  
Thursday, May 21<sup>st</sup>, 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 Library Policy & Development
- Committee Reports
  - Building & Grounds Committee
  - Finance/Executive Committee
  - Fundraising/Grants/Community Relations Committee
  - Historical Records & Artifacts Committee
  - Personnel/Nominating/Policies Committee
- Director's Report
  - Budget Vote Results
  - Closed and Paid Policy Revision Notes 2026
  - Spring CE
  - Staff Reports
  - Grants
- Adjournment

Montour Falls Memorial Library • Board Meeting Minutes  
Thursday, April 16th, 2026 at 4pm

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

**Trustees Absent:** Katherine Herleman

**Others Present:** Jessica Westlake

Meeting called to Order at 3:59p

- Jen motioned to approve minutes from April's meeting. Noah seconded. All approved.
- Public Expression: None
- Treasurer's Report: Nothing of note to report. Jen motioned to approve Treasurer's Report. Noah seconded. All approved.
  - Bookkeeper Update: Still working through contract.
  - External Audit with CPA Update: More to follow.
  - Annual Report: Noah had question about bookkeeper budget. Group discussed. Numbers are all plugged in to Excel doc will be used as living doc going forward to assure alignment with STLS guidelines.
- President's Report
  - Trustee Handbook – Review Library Policy & Development
  - Submit Annual Report FY2025\*: Edits were made for trustees contact information. All other sections were reviewed and approved. BB, JF 100
- Committee Reports
  - Building & Grounds Committee. Did not meet.
  - Finance/Executive Committee. Did not meet. Need to schedule.
  - Fundraising/Grants/Community Relations Committee. Did not meet. Jess has someone working on library exclusive soaps to be sold.
  - Historical Records & Artifacts Committee. Did not meet. Jess stated there is a library patron requesting to help with projects.
  - Personnel/Nominating/Policies Committee. Did not meet. Discussed activities for Volunteer Appreciation Week.
- Director's Report
  - Wells Fargo check coming.
  - Reviewed Library Funding Levels spreadsheet and Rank. Compared to other libraries in STLS
  - Hotspots. Struggling to have them returned on time or at all. Library calls and sends letters to prompt returns, but is still struggling to have them returned. Board discussed whether to look for funding to purchase more. The need is great. Device is \$80, service is \$130-\$160. Service is turned off on devices that have not been returned. Bruce mentioned Rotary grant program. Discussed stipulations of grant. Hotspots were

previously purchased with Rotary funding. Board also discussed ways to prevent theft of future devices.

- o Staff Reports
    - Jess reported that recent library staff activities include wrapping up the ALA grant, prep for Summer Learning, and other program planning. Staff are also researching LibCal versus website plug-in and assisting with the Annual Report.
  - o Grants
    - Foundation for Southern Tier Libraires – Applied for another grant (\$1500) was awarded \$500 due to the needs of other libraries. Library staff will do a presentation at this annual meeting to discuss Sunset in the Stacks. Wednesday the 22<sup>nd</sup> at 5p.
    - Anagnost – Summer Learning 2026. Awarded \$1000.
  - o Jess sent potential choices of light fixtures to Village code enforcement.
  - o Jen had a question about libraries listed in Commissioners Regulations. Jess clarified. Group discussed.
- Adjournment  
Jen motioned to adjourn at 4:50p. Noah seconded. All approved.

# Montour Falls Memorial Library

April 2026 Director's Report

Submitted by Jess Westlake; Library Director

Board Meeting: Thursday, May 21st, 2026 at 4pm



## Operations/Internal Projects/Facility

- Closed: Friday, May 23 for staff development and spring cleaning; Saturday, May 23 for Memorial Day weekend, June 5 for STLS Spring CE at Corning Community College (I will be presenting); June 19 for Juneteenth, July 3 and 4 for Independence Day
- Awaiting service agreements and switch date for VoIP
- 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
- Scheduling first HVAC service after 2025 heat pump installation
- Met with Heather at Schuyler County Historical Society. Will revise Research Request form and meet again in late August/Early September to plan the cataloging project.
- Meeting with potential bookkeeper on May 23
- Staff completed Narcan training with Schuyler County Public Health on April 30. Highly recommend!
- One hotspot returned
- One returning weekly volunteer; one new weekly volunteer, possibly two. Noted increase in volunteer interest due to new requirement of 80 work or volunteer hours for SNAP eligibility.

## Library Advocacy

- NYS Budget

## Finance

- **Grants**
  - American Library Association: Libraries Transforming Communities; Accessible Small and Rural Communities (\$10,000) Funds are spent, programming is continuing, and the report is due in April
  - Foundation for Southern Tier Libraries Grant: Sunset in the Stacks (Oct-May) \$1,500. Programming is done. Hannah presented at YTD report to the Foundation on April 22 and will follow up with May's details.
  - 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) Planting will start soon
- **Budget Notes**
  - Library Budget passed with 229 yeses (51%) and 218 (49%) noes. nearly 200 more voters than last year. Budget passed by 11 votes (2%) \$214,871.
  - OMCS school budget did not pass.

**Staff Reports**

- Preparing for summer programs, visitor center, outreach opportunities

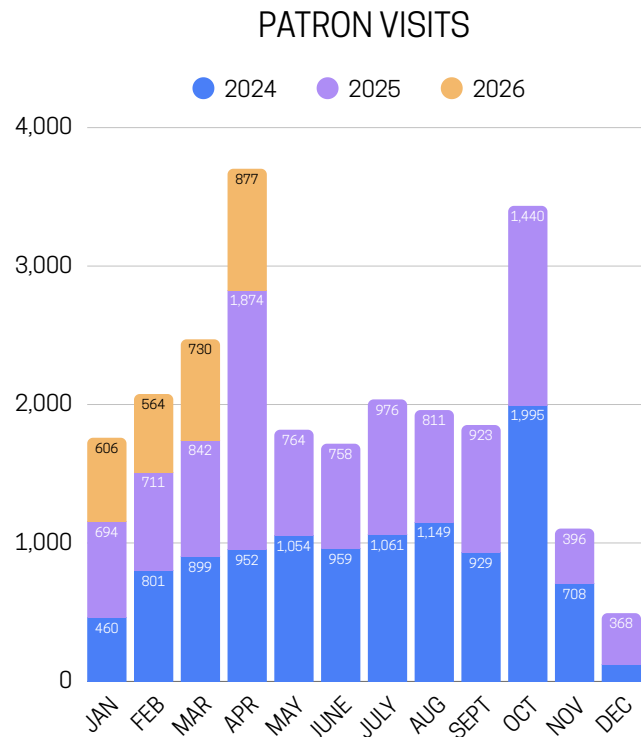
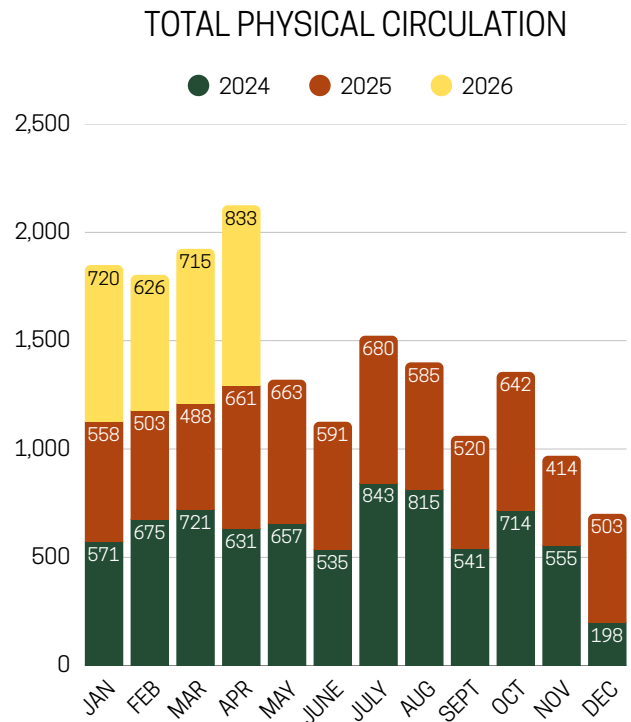
**Upcoming Programs**

- Messages From Our Orbit
- Civic Season Trivia on June 30
- Summer Learning Program July 7 - August 15

**Services & Resources**

- Read-Alongs in Libby contain audio narration and simultaneously highlight text. This is helpful for new readers, reluctant readers, readers with neurodivergence, or simply for engaging with a new format of media
- Updating our Talking Book and Braille Library equipment and promotional materials, staff training
- 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; STARCcat to browse the entire STLS collection, place holds, renew items, find similar material, 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	April 2026	March 2026
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	237	256
Physical Circ	833	715
<b>TOTAL CIRC</b>	<b>1,070</b>	<b>971</b>
<b>DIGITAL RESOURCE USAGE</b>		
Kanopy	29	23
Mango	0	0
JobNow	0	8
<b>OPERATIONS</b>		
Patron/Library Visits	877	730
Visitors/Tourists	61	18
Reference Questions	1,034	1,507
Computer Use	34	29
Printing	11	9
Meeting Space Non-Lib (sessions)	14	6
Wireless Use (unique)	75	74
New Cardholders	6	4
Total Volunteer Hours	41	35
Value of Volunteer Time; Estimated \$34.79/hour (Independantsector.org)	41hrs = \$1,426.39	35hrs = \$1,217.65



# Montour Falls Memorial Library

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

January - December 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	1,027.64	0.00	1,027.64
<b>Total Revenue</b>	<b>\$13,879.73</b>	<b>\$230,921.00</b>	<b>\$ -217,041.27</b>
<b>GROSS PROFIT</b>	<b>\$13,879.73</b>	<b>\$230,921.00</b>	<b>\$ -217,041.27</b>
<b>Expenditures</b>			
5000 Payroll Exp - General			
5010 Library Director - Gener	20,852.59	54,641.00	-33,788.41
5030 Library Assistant - Gen	35,232.80	106,512.00	-71,279.20
<b>Total 5000 Payroll Exp - General</b>	<b>56,085.39</b>	<b>161,153.00</b>	<b>-105,067.61</b>
5200 Payroll Taxes			
5210 Payroll Taxes General		12,750.00	-12,750.00
5211 Social Security - Genera	3,477.21		3,477.21
5212 Medicare General	813.33		813.33
5213 NYS Unemployment Tax - General	820.84		820.84
5214 NYS Re-employment Tax - General	39.64		39.64
<b>Total 5210 Payroll Taxes General</b>	<b>5,151.02</b>	<b>12,750.00</b>	<b>-7,598.98</b>
Payroll Taxes General Li	-239.70		-239.70
<b>Total 5200 Payroll Taxes</b>	<b>4,911.32</b>	<b>12,750.00</b>	<b>-7,838.68</b>
6000 Employee Expense	1,621.35	5,140.00	-3,518.65
6100 Collections		9,216.00	-9,216.00
6110 Print Material General	2,432.66	0.00	2,432.66
<b>Total 6100 Collections</b>	<b>2,432.66</b>	<b>9,216.00</b>	<b>-6,783.34</b>
6200 Operations & Maint.			
6210 Repairs/Facility Improve	26.99	1,000.00	-973.01
6220 Utilities	3,826.04	6,000.00	-2,173.96
6230 Insurance -General		2,100.00	-2,100.00
6240 Other		500.00	-500.00
<b>Total 6200 Operations &amp; Maint.</b>	<b>3,853.03</b>	<b>9,600.00</b>	<b>-5,746.97</b>
6300 Office Supplies	404.60	2,500.00	-2,095.40
6300.02 Paper	19.98		19.98
6300.03 Other	58.41		58.41

# Montour Falls Memorial Library

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

January - December 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
<b>Total 6300 Office Supplies</b>	<b>482.99</b>	<b>2,500.00</b>	<b>-2,017.01</b>
6325 Cleaning			
6325.01 Labor	2,550.00	4,080.00	-1,530.00
6325.02 Supplies	209.00	300.00	-91.00
<b>Total 6325 Cleaning</b>	<b>2,759.00</b>	<b>4,380.00</b>	<b>-1,621.00</b>
6400 Telecom/Internet/Phone	1,726.56	2,000.00	-273.44
6500 Postage/Shipping	12.52	500.00	-487.48
6600 Accounting Fees			
6601 Bookkeeper	990.00	5,000.00	-4,010.00
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>2,940.00</b>	<b>7,000.00</b>	<b>-4,060.00</b>
6700 Equipment	1,348.19	1,500.00	-151.81
6755 ALA - 2025 Grant Expenditures			
6755.01 Programs	5,414.50		5,414.50
<b>Total 6755 ALA - 2025 Grant Expenditures</b>	<b>5,414.50</b>		<b>5,414.50</b>
6757.00 2026 Infinite Sums Grant Expenditures			
6757.02 Program	409.91		409.91
<b>Total 6757.00 2026 Infinite Sums Grant Expenditures</b>	<b>409.91</b>		<b>409.91</b>
6758 ST Foundation - Sunset in the Stacks	629.17		629.17
6800 Technology/Software	448.56	2,582.00	-2,133.44
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	463.68		463.68
<b>Total 6900 Program Expenses</b>	<b>463.68</b>	<b>3,000.00</b>	<b>-2,536.32</b>
7000 Continuing Edu.		2,000.00	-2,000.00
7100 Publicity/Advertising	536.63	600.00	-63.37
7200 Dues & Subscriptions	512.39	1,500.00	-987.61
7300 STLS ISL Cost Shares	4,234.94	4,000.00	234.94
<b>Total Expenditures</b>	<b>\$91,097.79</b>	<b>\$232,421.00</b>	<b>\$ -141,323.21</b>
NET OPERATING REVENUE	<b>\$ -77,218.06</b>	<b>\$ -1,500.00</b>	<b>\$ -75,718.06</b>
NET REVENUE	<b>\$ -77,218.06</b>	<b>\$ -1,500.00</b>	<b>\$ -75,718.06</b>

**Montour Falls Memorial Library**  
**Statement of Financial Position Comparison**  
As of April 30, 2026

	TOTAL		
	AS OF APR 30, 2026	AS OF APR 30, 2025 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	-2,787.13	6,129.74	-8,916.87
1001.01 Capital Improvement Account	2,522.19	2,522.19	0.00
<b>Total 1001 General Library Checking</b>	<b>-264.94</b>	<b>8,651.93</b>	<b>-8,916.87</b>
1006 Petty Cash	83.00	100.00	-17.00
1007 CCTC Now Account	208,556.11	179,246.26	29,309.85
<b>Total 1000 Cash</b>	<b>208,374.17</b>	<b>187,998.19</b>	<b>20,375.98</b>
<b>Total Bank Accounts</b>	<b>\$208,374.17</b>	<b>\$187,998.19</b>	<b>\$20,375.98</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			
12000 Undeposited Funds	1,507.08	0.00	1,507.08
QuickBooks Tax Holding Account	1,868.44		1,868.44
<b>Total Other Current Assets</b>	<b>\$3,375.52</b>	<b>\$0.00</b>	<b>\$3,375.52</b>
<b>Total Current Assets</b>	<b>\$211,371.95</b>	<b>\$187,998.19</b>	<b>\$23,373.76</b>
<b>TOTAL ASSETS</b>	<b>\$211,371.95</b>	<b>\$187,998.19</b>	<b>\$23,373.76</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	5,115.53	156.80	4,958.73
<b>Total Accounts Payable</b>	<b>\$5,115.53</b>	<b>\$156.80</b>	<b>\$4,958.73</b>
Credit Cards			
2010 CCTC - Credit Card	2,184.34	1,561.60	622.74
<b>Total Credit Cards</b>	<b>\$2,184.34</b>	<b>\$1,561.60</b>	<b>\$622.74</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 April 30, 2026

	TOTAL		
	AS OF APR 30, 2026	AS OF APR 30, 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	454.70	-454.70
2040.01 Federal Withholding	-700.25	39,343.28	-40,043.53
2040.02 Social Security	1,536.90	-43,077.19	44,614.09
2040.03 Medicare	355.98	2,848.74	-2,492.76
2040.04 NYS Withholding	403.23	-651.11	1,054.34
2040.05 NYS Unemployment Tax	-250.51	192.04	-442.55
2040.06 NYS Re-Employment Tax	4.59	93.25	-88.66
<b>Total 2040 Payroll Liabilities</b>	<b>1,349.94</b>	<b>-796.29</b>	<b>2,146.23</b>
<b>Total Other Current Liabilities</b>	<b>\$4,794.27</b>	<b>\$2,648.04</b>	<b>\$2,146.23</b>
<b>Total Current Liabilities</b>	<b>\$12,094.14</b>	<b>\$4,366.44</b>	<b>\$7,727.70</b>
<b>Total Liabilities</b>	<b>\$12,094.14</b>	<b>\$4,366.44</b>	<b>\$7,727.70</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	-70,249.26	-80,355.57	10,106.31
<b>Total Equity</b>	<b>\$199,277.81</b>	<b>\$183,631.75</b>	<b>\$15,646.06</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$211,371.95</b>	<b>\$187,998.19</b>	<b>\$23,373.76</b>

# Montour Falls Memorial Library

## Statement of Activity Comparison

April 1-30, 2026

	TOTAL	
	APR 2026	APR 2025 (PY)
Revenue		
4500 Interest	228.31	210.67
<b>Total for Revenue</b>	<b>\$228.31</b>	<b>\$210.67</b>
<b>Gross Profit</b>	<b>\$228.31</b>	<b>\$210.67</b>
Expenditures		
5000 Payroll Exp - General		
5010 Library Director - Gener	6,304.80	6,120.00
5030 Library Assistant - Gen	12,194.81	2,895.20
<b>Total for 5000 Payroll Exp - General</b>	<b>\$18,499.61</b>	<b>\$9,015.20</b>
5200 Payroll Taxes		
5210 Payroll Taxes General		
5211 Social Security - Genera	1,146.96	832.24
5212 Medicare General	268.27	194.64
5213 NYS Unemployment Tax - General	189.68	170.59
5214 NYS Re-employment Tax - General	12.94	6.32
<b>Total for 5210 Payroll Taxes General</b>	<b>\$1,617.85</b>	<b>\$1,203.79</b>
Payroll Taxes General Li		-398.72
<b>Total for 5200 Payroll Taxes</b>	<b>\$1,617.85</b>	<b>\$805.07</b>
6000 Employee Expense	-198.00	
6100 Collections		
6110 Print Material General	1,071.23	1,219.65
6130 Electronic Materials Gen		133.72
<b>Total for 6100 Collections</b>	<b>\$1,071.23</b>	<b>\$1,353.37</b>
6200 Operations & Maint.		
6220 Utilities	379.51	1,599.87
<b>Total for 6200 Operations &amp; Maint.</b>	<b>\$379.51</b>	<b>\$1,599.87</b>
6300 Office Supplies		
6300.02 Paper	\$87.56	\$28.00
6300.03 Other	62.07	889.44
<b>Total for 6300 Office Supplies</b>	<b>\$149.63</b>	<b>\$917.44</b>
6325 Cleaning		
6325.01 Labor	425.00	
<b>Total for 6325 Cleaning</b>	<b>\$425.00</b>	
6400 Telecom/Internet/Phone	356.00	300.86
6500 Postage/Shipping	12.52	
6600 Accounting Fees		
6601 Bookkeeper	285.00	172.50
<b>Total for 6600 Accounting Fees</b>	<b>\$285.00</b>	<b>\$172.50</b>
6700 Equipment	648.21	

# Montour Falls Memorial Library

## Statement of Activity Comparison

April 1-30, 2026

	TOTAL	
	APR 2026	APR 2025 (PY)
6755 ALA - 2025 Grant Expenditures		
6755.01 Programs	5,084.86	
<b>Total for 6755 ALA - 2025 Grant Expenditures</b>	<b>\$5,084.86</b>	
6757.00 2026 Infinite Sums Grant Expenditures		
6757.02 Program	14.11	
<b>Total for 6757.00 2026 Infinite Sums Grant Expenditures</b>	<b>\$14.11</b>	
6758 ST Foundation - Sunset in the Stacks	582.23	
6800 Technology/Software	86.40	-52.79
6900 Program Expenses		
6910 Program Exp - General	207.00	102.12
<b>Total for 6900 Program Expenses</b>	<b>\$207.00</b>	<b>\$102.12</b>
7100 Publicity/Advertising	257.63	
7200 Dues & Subscriptions	195.61	264.00
<b>Total for Expenditures</b>	<b>\$29,674.40</b>	<b>\$14,477.64</b>
<b>Net Operating Revenue</b>	<b>-\$29,446.09</b>	<b>-\$14,266.97</b>
<b>Net Revenue</b>	<b>-\$29,446.09</b>	<b>-\$14,266.97</b>

## Closed and Paid Policy Revision Notes 2026

- Currently per policy
  - The additions of business days before and after Thanksgiving and Christmas were voted on and approved but not updated in the policy & procedure manual. Minutes are being reviewed to locate the date of the vote.
  - Closed Dates with Pay
    - For the month of November, we could consider temporarily extending open hours to the days outside of NYLA and Thanksgiving to compensate for the lost hours of accessibility and statistics. November stats are always very low due to closures. December stats are usually low, too, with Gather & Grow, Christmas, and New Year's Eve. It's worth noting that before we had these closures, numbers were still significantly lower than average.
    - Add the Saturday after Thanksgiving
    - Add a Christmas break
    - Add spring cleaning and a post-summer time. Closed to the public but time for staff to meet without interruption and privacy.
      - deep cleaning, large collection management projects, planning for summer, operations management
      - A break is much needed after Summer Learning (maybe tack onto Labor Day?) Staff try to take time off, but coverage is challenging
  - Closed Dates without Pay
    - Memorial Day, Labor Day, Easter weekend, Thanksgiving Breaks, Christmas Breaks
- Recommendations
  - Include both dates for holidays that have an observed date and their actual date
    - Example: If the Fourth of July falls on a Saturday but is observed on a Friday, businesses like banks, post offices, etc. are closed both. Doing this, would allow staff paid time off to enjoy holidays without having to come in on a Saturday, thus interrupting their time off and interfering with any personal planning. We've tried to rotate who comes in these days.
    - The library is generally quieter for holidays
    - Consider selecting some but not all these holidays at the end of the year in an effort to be as accessible as possible.
    - Have policies reflect this with room to flex since some holidays change. Director will review the calendar and present dates at the EOY meeting

for board approval and expected closure dates will continue to be prominently posted online and in the building.

- Include closed and paid days/events for continuing education and staff development. Including but not limited to:
  - STLS Spring CE, STLS Gather & Grown, NYLA
  - Consider having in-house staff training while closed.
    - Quarterly at minimum and mandatory for all staff
- Considerations
  - PTO includes the 5 days of sick time mandated by NYS for both full and part-time staff. This gives staff 11 days outside of those mandated 5. Prior to the mandate (2020-2021), staff used their PTO for holidays.

## **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 STARCcat, 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 STARCcat, 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
- 

EDITING NOTES: Oversee vs Supervise?