

Montour Falls Memorial Library • Board Meeting Agenda

Thursday, June 18th, 2026, at 4pm

*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - Bookkeeper Update
 - External Audit with CPA Update
 - Bookkeeper Job Description and Contract*
 - STLS Plan of Service
- President's Report
 - Trustee Handbook
- Committee Reports
 - Building & Grounds Committee
 - Finance/Executive Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee
- Director's Report
 - Review Closed and Paid Policy Revision Notes 2026
 - Fall Book Sale
 - Budget Review & Friends of the Library
 - Programs
 - STLS Spring CE
 - NYS Minimum Standards
 - Staff Reports
 - Grants
 - Featured Services & Resources
- Adjournment

Montour Falls Memorial Library

Statement of Financial Position Comparison

As of May 31, 2026

	TOTAL		
	AS OF MAY 31, 2026	AS OF MAY 31, 2025 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	-624.66	10,560.67	-11,185.33
1001.01 Capital Improvement Account	2,522.19	2,522.19	0.00
Total 1001 General Library Checking	1,897.53	13,082.86	-11,185.33
1006 Petty Cash	83.00	100.00	-17.00
1007 CCTC Now Account	185,260.05	165,941.12	19,318.93
Total 1000 Cash	187,240.58	179,123.98	8,116.60
Total Bank Accounts	\$187,240.58	\$179,123.98	\$8,116.60
Accounts Receivable			
1100 Accounts Receivable	-377.74	-377.74	0.00
Total Accounts Receivable	\$ -377.74	\$ -377.74	\$0.00
Other Current Assets			
12000 Undeposited Funds	1,507.08	0.00	1,507.08
QuickBooks Tax Holding Account	1,602.87		1,602.87
Total Other Current Assets	\$3,109.95	\$0.00	\$3,109.95
Total Current Assets	\$189,972.79	\$178,746.24	\$11,226.55
TOTAL ASSETS	\$189,972.79	\$178,746.24	\$11,226.55
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	297.25	271.93	25.32
Total Accounts Payable	\$297.25	\$271.93	\$25.32
Credit Cards			
2010 CCTC - Credit Card	3,393.81	645.70	2,748.11
Total Credit Cards	\$3,393.81	\$645.70	\$2,748.11
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 May 31, 2026

	TOTAL		
	AS OF MAY 31, 2026	AS OF MAY 31, 2025 (PY)	CHANGE
Total 2035 Restricted Grants	2,544.33	2,544.33	0.00
2040 Payroll Liabilities	0.00	1,050.12	-1,050.12
2040.01 Federal Withholding	-2,532.23	37,120.26	-39,652.49
2040.02 Social Security	3,061.50	-41,275.53	44,337.03
2040.03 Medicare	703.22	3,270.10	-2,566.88
2040.04 NYS Withholding	5.26	-1,246.52	1,251.78
2040.05 NYS Unemployment Tax	-157.97	192.04	-350.01
2040.06 NYS Re-Employment Tax	4.59	93.25	-88.66
Total 2040 Payroll Liabilities	1,084.37	-796.28	1,880.65
Total Other Current Liabilities	\$4,528.70	\$2,648.05	\$1,880.65
Total Current Liabilities	\$8,219.76	\$3,565.68	\$4,654.08
Total Liabilities	\$8,219.76	\$3,565.68	\$4,654.08
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	-87,774.04	-88,806.76	1,032.72
Total Equity	\$181,753.03	\$175,180.56	\$6,572.47
TOTAL LIABILITIES AND EQUITY	\$189,972.79	\$178,746.24	\$11,226.55

Montour Falls Memorial Library

Statement of Activity Comparison

May 1-31, 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
Revenue		
4100 Fundraising		
4102 Donations - General		243.00
Total for 4100 Fundraising		\$243.00
4200 Grants		
4201 Grants General Library		
4201.14 ALA - 2025 Grant		10,000.00
Total for 4201 Grants General Library		\$10,000.00
Total for 4200 Grants		\$10,000.00
4500 Interest	203.94	194.86
Sales		-377.74
Total for Revenue	\$203.94	\$10,060.12
Gross Profit	\$203.94	\$10,060.12
Expenditures		
5000 Payroll Exp - General		
5010 Library Director - Gener	4,098.12	6,145.50
5030 Library Assistant - Gen	7,875.66	8,384.14
Total for 5000 Payroll Exp - General	\$11,973.78	\$14,529.64
5200 Payroll Taxes		
5210 Payroll Taxes General		
5211 Social Security - Genera	742.34	900.83
5212 Medicare General	173.64	210.68
5213 NYS Unemployment Tax - General	86.63	136.96
5214 NYS Re-employment Tax - General	5.91	5.08
Total for 5210 Payroll Taxes General	\$1,008.52	\$1,253.55
Payroll Taxes General Li	0.02	0.00
Total for 5200 Payroll Taxes	\$1,008.54	\$1,253.55
6000 Employee Expense		-262.00
6100 Collections		
6110 Print Material General	60.72	1,536.50
6130 Electronic Materials Gen		173.84
6140 Other Materials (audio b		10.28
Total for 6100 Collections	\$60.72	\$1,720.62
6200 Operations & Maint.		
6220 Utilities	685.75	925.22
6230 Insurance -General		-349.20
Total for 6200 Operations & Maint.	\$685.75	\$576.02
6300 Office Supplies	\$86.36	\$27.00
6300.01 Toner	741.61	
6300.03 Other		12.66
Total for 6300 Office Supplies	\$827.97	\$39.66

Montour Falls Memorial Library

Statement of Activity Comparison

May 1-31, 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
6325 Cleaning		
6325.02 Supplies	15.49	23.38
Total for 6325 Cleaning	\$15.49	\$23.38
6400 Telecom/Internet/Phone	56.00	55.96
6600 Accounting Fees		
6601 Bookkeeper	232.50	165.00
Total for 6600 Accounting Fees	\$232.50	\$165.00
6755 ALA - 2025 Grant Expenditures		
6755.01 Programs	1,412.66	150.00
6755.02 Equipment	259.04	11.50
Total for 6755 ALA - 2025 Grant Expenditures	\$1,671.70	\$161.50
6757.00 2026 Infinite Sums Grant Expenditures		
6757.02 Program	116.13	
Total for 6757.00 2026 Infinite Sums Grant Expenditures	\$116.13	
6758 ST Foundation - Sunset in the Stacks	18.00	
6800 Technology/Software	86.40	120.72
6900 Program Expenses		
6910 Program Exp - General	369.98	127.26
Total for 6900 Program Expenses	\$369.98	\$127.26
7200 Dues & Subscriptions	95.61	
Total for Expenditures	\$17,218.57	\$18,511.31
Net Operating Revenue	-\$17,014.63	-\$8,451.19
Net Revenue	-\$17,014.63	-\$8,451.19

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - May, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
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
Total 4100 Fundraising	2,252.09	14,500.00	-12,247.91
4200 Grants			
4207 Sustainable Finger Lakes	600.00		600.00
Total 4200 Grants	600.00		600.00
4206 2026 Infinite Sums Grant	10,000.00		10,000.00
4300 STLS Service Aid		1,550.00	-1,550.00
4500 Interest	1,231.58	0.00	1,231.58
Total Revenue	\$14,083.67	\$230,921.00	\$ -216,837.33
GROSS PROFIT	\$14,083.67	\$230,921.00	\$ -216,837.33
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	22,954.19	54,641.00	-31,686.81
5030 Library Assistant - Gen	39,468.70	106,512.00	-67,043.30
Total 5000 Payroll Exp - General	62,422.89	161,153.00	-98,730.11
5200 Payroll Taxes			
5210 Payroll Taxes General		12,750.00	-12,750.00
5211 Social Security - Genera	3,870.11		3,870.11
5212 Medicare General	905.23		905.23
5213 NYS Unemployment Tax - General	867.43		867.43
5214 NYS Re-employment Tax - General	42.82		42.82
Total 5210 Payroll Taxes General	5,685.59	12,750.00	-7,064.41
Payroll Taxes General Li	-239.66		-239.66
Total 5200 Payroll Taxes	5,445.93	12,750.00	-7,304.07
6000 Employee Expense	1,621.35	5,140.00	-3,518.65
6100 Collections		9,216.00	-9,216.00
6110 Print Material General	2,474.96	0.00	2,474.96
Total 6100 Collections	2,474.96	9,216.00	-6,741.04
6200 Operations & Maint.			
6210 Repairs/Facility Improve	26.99	1,000.00	-973.01
6220 Utilities	4,307.63	6,000.00	-1,692.37
6230 Insurance -General		2,100.00	-2,100.00
6240 Other		500.00	-500.00
Total 6200 Operations & Maint.	4,334.62	9,600.00	-5,265.38
6300 Office Supplies	432.00	2,500.00	-2,068.00
6300.01 Toner	741.61		741.61
6300.02 Paper	19.98		19.98

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - May, 2026

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
6300.03 Other	35.61		35.61
Total 6300 Office Supplies	1,229.20	2,500.00	-1,270.80
6325 Cleaning			
6325.01 Labor	2,550.00	4,080.00	-1,530.00
6325.02 Supplies	15.49	300.00	-284.51
Total 6325 Cleaning	2,565.49	4,380.00	-1,814.51
6400 Telecom/Internet/Phone	1,782.56	2,000.00	-217.44
6500 Postage/Shipping	12.52	500.00	-487.48
6600 Accounting Fees			
6601 Bookkeeper	1,222.50	5,000.00	-3,777.50
6602 Tax Preparation Fee	1,950.00	0.00	1,950.00
6603 Financial Review		2,000.00	-2,000.00
Total 6600 Accounting Fees	3,172.50	7,000.00	-3,827.50
6700 Equipment	1,348.19	1,500.00	-151.81
6755 ALA - 2025 Grant Expenditures			
6755.01 Programs	7,312.05		7,312.05
6755.02 Equipment	259.04		259.04
Total 6755 ALA - 2025 Grant Expenditures	7,571.09		7,571.09
6757.00 2026 Infinite Sums Grant Expenditures			
6757.02 Program	455.23		455.23
Total 6757.00 2026 Infinite Sums Grant Expenditures	455.23		455.23
6758 ST Foundation - Sunset in the Stacks	629.17		629.17
6800 Technology/Software	534.96	2,582.00	-2,047.04
6801 ARC Tech Upgrades		3,000.00	-3,000.00
6850 Grants Out			
6850.14 Sustainable Finger Lakes	275.00		275.00
Total 6850 Grants Out	275.00		275.00
6900 Program Expenses		3,000.00	-3,000.00
6910 Program Exp - General	632.43		632.43
Total 6900 Program Expenses	632.43	3,000.00	-2,367.57
7000 Continuing Edu.		2,000.00	-2,000.00
7100 Publicity/Advertising	536.63	600.00	-63.37
7200 Dues & Subscriptions	578.05	1,500.00	-921.95
7300 STLS ISL Cost Shares	4,234.94	4,000.00	234.94
Total Expenditures	\$101,857.71	\$232,421.00	\$ -130,563.29
NET OPERATING REVENUE	\$ -87,774.04	\$ -1,500.00	\$ -86,274.04
NET REVENUE	\$ -87,774.04	\$ -1,500.00	\$ -86,274.04

Montour Falls Memorial Library

May 2026 Director's Report

Submitted by Jess Westlake; Library Director

Board Meeting: Thursday, June 18th, 2026 at 4pm



Operations/Internal Projects/Facility

- Closed: July 3 and 4 for Independence Day
- Cutover date for VoIP postponed from 6/13 TBD
- Hosted STLS Board Meeting 6/16
- 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
 - "This five-year plan calls for maintaining the current Central Library Services Aid spending priorities for the first 18-months. The DAC may establish a Central Library Services Aid Committee in year two of the plan to review, assess, and make revisions to the plan if needed. The plan also calls for a similar review by the same committee in year four.
 - Current services include a heavy investment in Overdrive materials (eBooks, audiobooks, magazines, Ground News), Kanopy streaming services, Mango Languages, JobNow workforce development database, professional development for member librarians, print marketing materials promoting the use of STARCcat, Virtual Reference Desk, and all electronic materials purchased using Central Library Services Aid, and support for staff wages that coordinate the purchasing of these resources." - BH, STLS
- Volunteers: 5 weekly adult volunteers, one monthly adult volunteer
- Met with new bookkeeper
- Met with Village Mayor Jim Ryan
 - Children's Room lights not in use since September 2024. Village will send an electrician to determine appropriate fixture(s)
- Fall Book Sale
- STLS Consultant Meeting in July

Library Advocacy

- Messages from Our Orbit, Summer Learning Program, Montour Falls Farmers' Market
- NYS Budget
- New York State Museum Public Survey - Help Shape the Future of the New York State Museum!<https://www.surveymonkey.com/r/NYSMSurvey>

Finance

- **Grants**
 - American Library Association: Libraries Transforming Communities; Accessible Small and Rural Communities (\$10,000) Funds are spent. Report is due June 30th.
 - Foundation for Southern Tier Libraries Grant: Early Literacy Refresh (\$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) Planting started 6/10

- **Budget Notes**

- Reminder: 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 revote 6/16
- Supplies cost increase
- Schedule mid-year budget review

Staff Reports

- Attended Spring CE on June 5
 - Jess: Retention with Intention, Updates to NYS Minimum Standards, Welcome & Welcoming
 - Presented “School Partnerships” with Karin Thomas; Director at Dutton S. Peterson Memorial Library (Odessa)

Programs & Events

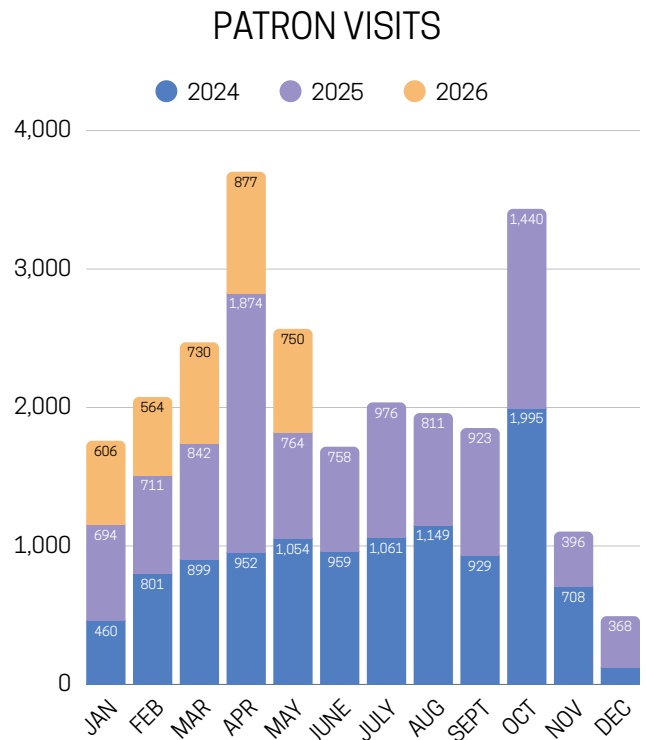
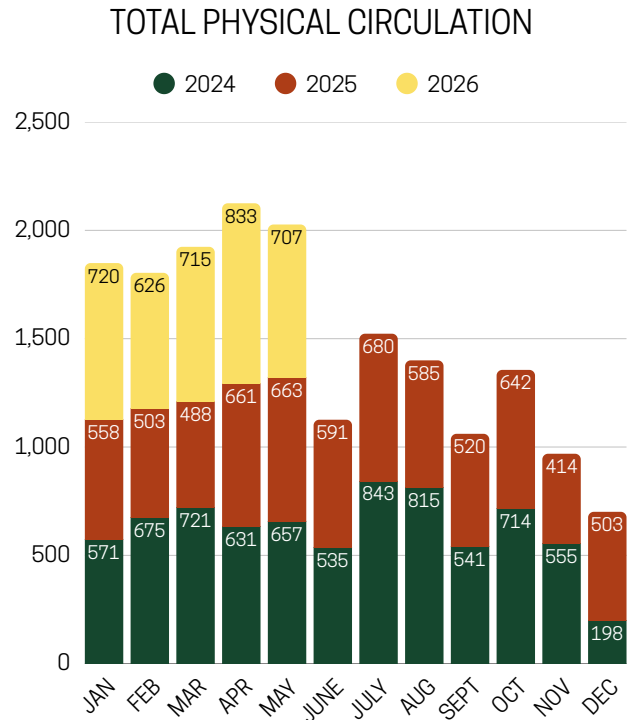
- **Upcoming**
 - Messages From Our Orbit through August 31
 - Civic Season Trivia on June 30
 - Infinity Day on August 8
 - Summer Learning Program, July 7 - August 15
 - Fall 2026: Digital Literacy with STLS, Public Nacran Training, Fibonacci Day
 - STLS Annual Meeting, Friday, October 2nd from 10:00 am - 12:00 pm in Cohocton, NY
- **Highlights**
 - First Annual Schuyler Pride Celebration on 6/11 was a huge success. Over 400 in attendance. Partnered with Schuyler Libraries, Montour Falls Farmers’ Market, Southern Finger Lakes Pride, ARTS Council of the Southern Tier. \$30 in donations
- Staff attending Corning Pride on 6/13; \$70 in donations

Featured Services & Resources

- Available to checkout as part of our Library of Things Collection:
 - NYS Empire Park Passes
 - Ithaca Sciencenter
 - Rochester Museum & Science Center
 - Farm Sanctuary
 - DVD/Blu-Ray Players
 - Device chargers (checkout for onsite use only)
- Montour Falls Farmers’ Market Accepts SNAP, Fresh Connect Checks (FCC), and Farmers’ Market Nutrition Program Checks (FMNP)
- Free document scan-to-email
- Free compost drop spot

Stats for May 2026

CIRCULATION	May 2026	April 2026
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	248	237
Physical Circ	707	833
TOTAL CIRC		1,097
DIGITAL RESOURCE USAGE		
Kanopy	27	29
Mango	3	0
JobNow	0	0
OPERATIONS		
Patron/Library Visits	750	877
Visitors/Tourists	120	61
Reference Questions	911	1,034
Computer Use	25	34
Printing	10	11
Meeting Space Non-Lib (sessions)	9	14
Wireless Use (unique)	69	75
New Cardholders	32	6
Total Volunteer Hours	28	41
Value of Volunteer Time; Est. \$34.79/hour (Independantsector.org)	\$974.12	\$1,426.39



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



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

I. Commissioner's Regulations 90.3 (a) Definitions

Public Library System means a library established by one or more counties, a group of libraries serving an area including one or more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

Approved plan of service means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

Direct Access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

Chartered service area means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area. For purposes of this section, the commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

Resident borrower means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.

Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

Library resources mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.

Local income means funds supplied by local taxing agencies which may be municipalities, school districts or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

On-site use means the ability of an individual to use library resources on the premises of a library.

Serious inequities and hardships mean those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

Unservd means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of chartered service area of a library which is a member of that system.

Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system had identified as having an inadequate level of local income to support the delivery of acceptable library services.

II. STLS Free Direct Access Plan

Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

Member libraries will provide free on-site use of library resources, including the use of computers and access to the Internet, to all individuals residing within the boundaries of the public library system service area. Free on-site use of the resources of the system will also be available to all individuals residing within the boundaries of the system. No individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of race, ethnicity, age, religion, sex, gender identity, sexual orientation, ability, or socioeconomic status.

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

Individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive service and borrow materials by requesting a library card from a local library.

Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.

All chartered and registered libraries in the Southern Tier Library System region are members of the System. If a member library chooses to withdraw from the System, neighboring libraries will issue cards and provide service to residents living in the service area of the withdrawing library.

STLS provides intra-system library loan service to residents; that service will continue to be provided for persons in an area where a library chooses to withdraw from the library system, or ceases to fund library service.

Describe what the system considers “serious inequities and hardships” and the criteria used by the system to make the determination.

“Serious inequities and hardships” occur when jurisdictions refuse to support, or provide sufficient support for a library. Services to local taxpayers are reduced and materials are unavailable because out-of-chartered service area residents are using those services and materials. Economic impact on an STLS member library, resulting in serious inequities and hardships results when

1. Non-residents who actively borrow materials constitute over 25% of the library’s borrowers.
2. Direct loans to nonresident borrowers constitute over 25% of a library’s circulation.

Describe what constitutes excessive out-of-chartered service area borrowing in the system.

“Excessive borrowing” in the Southern Tier Library System occurs when nonresident borrowers account for more than 25% of a library’s circulation.

Describe the unserved and the underserved population within the System.

Unserved populations within the STLS region (populations outside of a chartered service area), are defined in color-coded maps developed by the Division of Library Development and posted online.

Taxpayers in 30 of 32 school districts within the STLS region have approved tax support for library service; therefore, there is an implied contract for library service in 94% of the school districts which extends library service beyond chartered service areas

Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

93% of chartered libraries in the System have a public funding referendum that aligns with school district, special legislative district, or municipal geographic borders. Only 3 of 43 chartered libraries do not have a public funding referendum. All 3 of these libraries receive public funds through their municipalities.

The System will use the criteria of Total Referendum Funding per Capita of School District or Municipality to identify libraries having an inadequate level of local income to support the delivery of acceptable library services.

While many factors determine a library's ability to provide minimum standard services, STLS has set the level of adequate funding at \$18.30 per School District Resident or Town Resident based on performance benchmarks within the library system that align with New York State Minimum Standards.

The following libraries have been identified as having inadequate levels of local income based on 2024 figures.

Scio Memorial Library	Colonial Library
20th Century Club Library	Arkport Public Library
Dutton S Peterson Memorial Library	Genesee Library
Belmont Free Library	Andover Free Library
Angelica Free Library	E J Cottrell Memorial Library
Bolivar Free Library	Addison Public Library
Rushford Free Library	Mabel D. Blodgett Memorial Library
Jasper Free Library	Middlesex Public Library
Benedek Memorial Library	Modeste Bedient Memorial Library

Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

The Southern Tier Library System proactively works with member libraries to best understand library charter types and public funding mechanisms. This active work includes:

1. Develop recommendations for funding options and/or charter changes for members libraries.
2. Meet with member library boards of trustees to discuss the following funding options and charter changes:
 - a) contract with neighboring municipalities to provide library service, or

- b) expand library service areas and request additional funds from the expanded area, or
- c) request funding increases from local funding sources, or
- d) establish voter referendums for library funding, or
- e) request larger funding increases through voter referendums

3. Provide training workshops on funding and charter changes.

4. Provide a timetable for such actions.

Ongoing 2027 - 2031

5. Identify who will be responsible for carrying out these actions.

The library system's Division of Administration and Division of Librarianship

Describe the conditions under which modifications to the Free Direct Access plan can be made.

A. With the approval of the majority of member libraries and without prior approval of the Commissioner of Education

If a jurisdiction* with a population of over 10,000 ceases providing tax support for a library, and does not contract for service with a neighboring library, modification to this plan can be made with the approval of the majority of STLS member libraries.

Except for the central library, member libraries may refuse to loan non-print materials and equipment and printed materials, less than one year from the acquisition date, purchased with local funds. Libraries must certify to STLS that they are able to identify which materials and services were purchased with various funding sources in order to determine which materials may be restricted.

Member libraries may also restrict attendance at library programs if such programs are supported entirely with local funds.

However, under no circumstances will member libraries charge individuals, who reside within STLS, for library cards or deny on-site use as defined in Section 1 of this plan.

(*A jurisdiction may be comprised of multiple municipalities which have formerly constituted one library service area.)

In addition, in cases where a member library, including the Central Library, can document "serious inequity or hardship" as described in items 3 and 4 of this document, the library can submit a request to the STLS Board of Trustees to place restrictions, consistent with Commissioner's Regulations 90.3, upon the use of library resources and use of services by residents outside the library's chartered service area. The STLS Board of Trustees will conduct a

vote of member libraries; if a majority approve, the library may place the restrictions as requested.

These restrictions are limited to:

- non-print materials
- equipment
- printed materials, less than one year old,

The above materials must have been purchased with local funds.

- attendance at library programs supported entirely with local funds. If attendance at programs must be limited, local residents may be given first access to them.

With the prior approval of the Commissioner of Education

Certain additional modifications to this plan may be made for individual libraries with the approval of the majority of member libraries and with prior approval from the Commissioner of Education. Such requests will be submitted in writing to the System board of trustees. The System board will not unnecessarily delay the submission of a member request for additional restrictions once the member libraries have approved the request to go forward. They will include, but not be limited to, the requirements below:

1. a.) Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request. (For example, if an unserved community defeats a library proposition or terminates a contract for library services, the system may request hardship waiver from the Commissioner on behalf of the affected library.)

b.) The proposed modifications that will be implemented.

No modifications will be considered if they include charging for library services.

2. A description of the anticipated impact on resident and non-resident resident borrowers after modifications are approved and implemented. Restrictions apply only for member libraries. The System may not impose restrictions. The System will continue to serve those populations from areas where approved member library restrictions have been imposed.
3. A time frame for the beginning and end of such a modification. Modifications for restrictions will be approved for a certain period of time. Renewals must be made on a timely basis.
4. A recommendation from the STLS Executive Director regarding steps to be taken to remedy the underlying inequity with a proposed timetable for action.

Describe how the system will assure that member libraries are complying with the System free direct access plan approved by a majority of member libraries.

The System will require member libraries to certify annually that their library follows this Free Direct Access plan.

Describe how the System obtained member library input to the plan for free direct access.

On March 23, 2026, a draft copy of the proposed new plan, including a link to the current plan, was sent to library directors and board presidents for comment. The plan was discussed at a Directors Advisory Council meeting on March 25, 2026. In response to questions, clarifying language was added and the draft plan was further revised by the Directors Advisory Council. All 43 chartered libraries signed off on a *Member Library Approval & Agreement Form* to certify they agree with, and will adhere to the 2027 – 2031 Free Direct Access Plan.

Addendum:

Towns with populations that are unserved and don't provide tax support for library service are:

Schuyler County

Dix Town—the portion of the town not in the Watkins Glen School District

Orange Town—portion of the town in the Bradford

Tyrone Town—portion of the town not in Dundee or Watkins Glen School Districts

Steuben County

Bradford Town—no support for library service

Cameron Town—portion of the town in the Jasper-Troupsburg School District

Cohocton—portion of the town in the Avoca School District

Rathbone Town—portion of the town not in the Addison School District

Woodhull Town—portion of the town not in the Addison School District

Yates County

Italy Town—portion of the town in the Naples School Districts

Adopted by the Southern Tier Library System Board of Trustees: Monty/Day/Year

Montour Falls Memorial Library

Proposed Revisions and Discussion Notes to Closed and Paid Holidays 2026 **DRAFT**

- Proposals and Discussion Points
 - PTO includes the 5 days of sick time mandated by NYS for both full and part-time staff. This gives full-time staff 11 days outside of those mandated 5 days. Prior to the mandate (2020-2021), staff had to save their PTO for end-of-year holidays and struggled to take paid time off
 - We are already closed Mondays which is when some federal holidays occur
 - The addition being closed and paid for the 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. Consider adding the following Saturdays as well to offer a long break.
 - Closed Dates with Pay
 - Add flexible language to allow closed and paid holidays for holidays that fall on a day in which would not allow staff time off for full holiday weekends. Example: If the Fourth of July falls on a Friday, staff would work Saturday. This new language would allow the library to be closed and staff to be paid so staff can enjoy holiday weekends and breaks.
 - Include both dates for holidays that have an observed date and their actual date
 - Add language such as “...at the discretion of the library director who will propose the following year’s closed & paid dates at the board’s annual meeting; board approval required.” and “...with adequate promotion and notification to the public in advance both in print, in the library, and online; that includes XYZ”
 - Add language to reflect flexible staff training and continuing education days (bi-monthly, seasonal?); closed to the public but staff are working
 - Deep cleaning, large collection management projects, planning for upcoming season, trustee trainings
 - Post Summer break (maybe tack onto Labor Day)
 - STLS Spring CE
 - STLS Annual Meeting
 - NYLA
 - STLS Gather & Grow

- Staff try to take time off, but coverage is challenging and those who cover for absent staff quickly burn out
 - Holiday Considerations
 - New Year's Eve and New Year's Day
 - Easter
 - Memorial Day (weekend)
 - Juneteenth
 - Fourth of July
 - Labor Day (weekend)
 - Thanksgiving
 - Christmas
 - November stats are always very low due to NYLA and Thanksgiving. 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 language that allows a flexible Christmas break
- Considerations
 - Allow staff paid time off to enjoy holidays without having to come in on a Saturday, which is disruptive to their time off and interferes with personal planning. Allows staff to use their PTO for non-holiday related time off.
 - The library is generally quieter for holidays
 - Warm-month holidays can be busy with tourists but the number of locals in the building drops
 - Director will review the upcoming calendar and get staff feedback before presenting dates at the annual meeting for board approval. Planned closure dates will continue to be prominently posted online and in the building for accessibility and transparency.

June 2026