

Montour Falls Memorial Library • Board Meeting Agenda
Monday, August 24th, 2026, at 5pm, rescheduled from Thursday, August 20th at 4pm.
*Requires board vote

- Approval of Minutes
- Public Expression
- Treasurer's Report
 - External Audit
 - Budget Updates
- 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
 - Village/Wi-Fi
 - Fall Book Sale
 - Anagnost
 - The Great Give Back
 - FLX Gives
 - Programs
 - Staff Reports
 - Grants
 - Featured Services & Resources
- Adjournment

Montour Falls Memorial Library • Board Meeting Minutes
Thursday, June 18th, 2026, at 4pm

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

Others Present: Jessica Westlake

Meeting called to order at 4:01p.

- Approval of Minutes
 - Checking account question from last month was answered.
 - Jen motioned to approve the minutes from May. Noah seconded. All approved.
- Public Expression
 - None
- Treasurer's Report. Increase monthly transfer due to general costs of things going up due to inflation. Jen motioned to approve the Treasurer's Report. Noah seconded. All approved.
 - Bookkeeper Update. Still working on contract.
 - External Audit with CPA Update. Working out how to pay for the audit.
 - Bookkeeper Job Description and Contract* Due to technical difficulties, it is not ready for vote. Doesn't need Board approval to sign.
 - STLS Plan of Service. Board to look over. If they have questions, send via email by Monday, July 6th. No board vote is needed, but president signature is. Jess and Jen discussed when to get together to do this.
- President's Report
 - Trustee Handbook
 - Board was asked to read the Conflict-of-Interest policy before next meeting.
 - Reminder: Everyone has to have two trainings hours. Group discussed different options for training such as webinars offered by STLS and the library board handbook book club. Gather and Grow Virtual Training in December is also an option.
 - Need to figure out new officers next year. Ideally before November, which is the annual meeting.
 - No July Board Meeting.
 - Will be meeting in December to go over budget.
- 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 Report
 - Review Closed and Paid Policy Revision Notes 2026. Board reviewed draft provided by Jess. May keep as a standing agenda meeting to allow folks to review and provide feedback.
 - Fall Book Sale. Don't have anything planned currently. Prefer to do it during Harvest Festival. Noah asked how much money was generated last year. Jess said \$600-\$800. Discussed how to get volunteers for it. Noah suggested Boy Scouts. Bruce said Boy Scouts will already be helping with Harvest Fest, but they may be able to assist for part of the day. Amanda asked if we could borrow volunteers from other libraries. Jess said she could reach out. Board brainstormed other ideas for fundraising as well.
 - Budget Review & Friends of the Library. Printer toner is \$800 (will be able to use a grant to buy more), so there is a significant need for a Friends of the Library group. This type of group is meant to help fundraising events/needs. Tourism is bringing in more donations, but it's still not as much as the library needs.
 - Programs. Schuyler Pride saw over 400 people. South Seneca School bussed kids to Schuyler for the Pride event. Schuyler Library Directors haven't met yet, so Jess isn't sure what the event will look like next year. Amanda mentioned Karin sent an email to vendors looking for folks to join a planning committee.
 - STLS Spring CE
 - NYS Minimum Standards. Board discussed legal requirements and ensuring the library is in compliance.
 - Jen went to Repair Café and felt it was equivalent to what is done in this area.
 - Staff Reports
 - Attended Retention with Intention talk at Spring CE. This talk focused on retaining donors, tips and tricks. Discussed the benefits of having a Friends of the Library compared to donors.
 - They also attended session about accessibility, which reaffirmed what the library is already doing and working towards.
 - Grants
 - Planting is started in the rain garden
 - Amy's grant
 - Featured Services & Resources
 - NYS Empire Passes are available for check out. Ithaca Science Center.
 - MF Farmers Market accepts food stamps, fresh connects (FCC-distributed checks by veteran agencies), and farmer's market nutrition program checks (by vendors with fresh produce). Spoke with Wendy from OFA and she said they haven't received them yet. Will be receiving 25% of what they received last year.
 - Free document scan to email
 - Compost drop spot (library has 95 gallon can - not the purple ones).
 - Jess met with Mayor and electrician to discuss lights in children's room. Electrician came and said they need to be taken down and inspected before it's

determined what actions need to be taken. Kat asked how long our lease is (10 years).

- Jess went to Antiques Roadshow yesterday. Took two books signed by Harry S Truman. Appraiser said he had no doubt that it was Harry S Truman because he signed everything. They're not rare, but they're not often seen. Jess suggested selling them for the book sale for money for the library. She asked someone research and look up price points. Noah said he would do it.
 - Board discussed language around library donations and providing "suggested donations" for patrons.
 - May digital stats went up a little. Physical went down, which is normal for this time of year. Mango app usage went up. Library cards went up. Jen suggested making yard signs like "support your local library" or "get your library card today."
 - Discussed trust and promotion of library. Jess stated we need to start with getting the minimal standards on the website for transparency. Board discussed having a focus group and survey, and using the feedback and survey results to encourage community members to vote for library funding next year.
 - B&G Committee and Fundraising Committee will meet to go over Construction Aid and Fundraising. Monday, July 13th at 9am.
 - Discussed officer positions for next year.
- Adjournment
 - Jen motioned to adjourn at 5:16p. Noah seconded. All approved.

Montour Falls Memorial Library

Statement of Financial Position

As of Jun 30, 2026

	TOTAL		
	AS OF JUN 30, 2026	AS OF JUN 30, 2025 (CUSTOM)	\$ CHANGE (CUSTOM)
Assets			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	\$4,834.74	\$16,250.96	-\$11,416.22
1001.01 Capital Improvement Account	2,522.19	2,522.19	0.00
Total for 1001 General Library Checking	\$7,356.93	\$18,773.15	-\$11,416.22
1006 Petty Cash	83.00	100.00	-17.00
1007 CCTC Now Account	170,459.98	152,627.56	17,832.42
Total for 1000 Cash	\$177,899.91	\$171,500.71	\$6,399.20
Total for Bank Accounts	\$177,899.91	\$171,500.71	\$6,399.20
Accounts Receivable			
1100 Accounts Receivable	-179.74	-377.74	198.00
Total for Accounts Receivable	-\$179.74	-\$377.74	\$198.00
Other Current Assets			
1200 Deferred Expenses	0.00	0.00	0.00
12000 Undeposited Funds	0.00	0.00	0.00
QuickBooks Tax Holding Account	2,054.36		2,054.36
Total for Other Current Assets	\$2,054.36	\$0.00	\$2,054.36
Total for Current Assets	\$179,774.53	\$171,122.97	\$8,651.56
Total for Assets	\$179,774.53	\$171,122.97	\$8,651.56
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	0.00	326.33	-326.33
Total for Accounts Payable	\$0.00	\$326.33	-\$326.33
Credit Cards			
2010 CCTC - Credit Card	1,416.64	776.53	640.11

Montour Falls Memorial Library

Statement of Financial Position

As of Jun 30, 2026

TOTAL			
	AS OF JUN 30, 2026	AS OF JUN 30, 2025 (CUSTOM)	\$ CHANGE (CUSTOM)
Total for Credit Cards	\$1,416.64	\$776.53	\$640.11
Other Current Liabilities			
2015 Deferred Revenue	0.00	0.00	0.00
2020 Mini Outreach Grant	900.00	900.00	0.00
2030 Construction Aid Grant	0.00	0.00	0.00
2035 Restricted Grants			
2035.01 ALA LTC Comm Roads Prog 2021	0.00	0.00	0.00
2035.02 Quick Arts Round	0.00	0.00	0.00
2035.03 Workforce Devel Program - 2020	0.00	0.00	0.00
2035.04 My First Book Club	0.00	0.00	0.00
2035.05 School Lending Program - Hotspots - COSAC	0.00	0.00	0.00
2035.06 Summer Learning Program - 2022	0.00	0.00	0.00
2035.07 Havana Art Series - 2022	22.14	22.14	0.00
2035.08 Blowers Grant	0.00	0.00	0.00
2035.09 Capital Improvements	2,522.19	2,522.19	0.00
Total for 2035 Restricted Grants	\$2,544.33	\$2,544.33	\$0.00
2040 Payroll Liabilities	-\$740.63	\$1,050.12	-\$1,790.75
2040.01 Federal Withholding	0.00	35,612.74	-35,612.74
2040.02 Social Security	1,203.24	-40,053.75	41,256.99
2040.03 Medicare	0.00	3,555.84	-3,555.84
2040.04 NYS Withholding	599.85	-1,246.52	1,846.37
2040.05 NYS Unemployment Tax	195.62	192.02	3.60
2040.06 NYS Re-Employment Tax	0.00	93.25	-93.25
Adjustment	0.00	0.00	0.00
Federal Unemployment (940)	0.00	0.00	0.00
Total for 2040 Payroll Liabilities	\$1,258.08	-\$796.30	\$2,054.38
Direct Deposit Payable	0.00		0.00
Total for Other Current Liabilities	\$4,702.41	\$2,648.03	\$2,054.38
Total for Current Liabilities	\$6,119.05	\$3,750.89	\$2,368.16
Total for Liabilities	\$6,119.05	\$3,750.89	\$2,368.16
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	-95,871.59	-96,615.24	743.65
Total for Equity	\$173,655.48	\$167,372.08	\$6,283.40
Total for Liabilities and Equity	\$179,774.53	\$171,122.97	\$8,651.56

Montour Falls Memorial Library

Statement of Activity

June 2026

	TOTAL	
	JUN 2026	JUN 2025 (CUSTOM)
Revenue		
4100 Fundraising		
4102 Donations - General	5,607.00	347.00
Total for 4100 Fundraising	\$5,607.00	\$347.00
4200 Grants		
4201 Grants General Library		
4201.15 Dollar General Summer Learning 2025		3,000.00
Total for 4201 Grants General Library		\$3,000.00
Total for 4200 Grants		\$3,000.00
4500 Interest	199.93	186.44
4602 Anagnost - Summer Learning Program	1,000.00	1,000.00
Total for Revenue	\$6,806.93	\$4,533.44
Gross Profit	\$6,806.93	\$4,533.44
Expenditures		
5000 Payroll Exp - General		
5010 Library Director - Gener	4,203.20	4,080.00
5030 Library Assistant - Gen	7,821.63	5,773.00
Total for 5000 Payroll Exp - General	\$12,024.83	\$9,853.00
5200 Payroll Taxes		
5210 Payroll Taxes General		
5211 Social Security - Genera	361.97	610.89
5212 Medicare General	84.67	142.87
5213 NYS Unemployment Tax - General	41.11	65.06
5214 NYS Re-employment Tax - General	2.79	2.40
Total for 5210 Payroll Taxes General	\$490.54	\$821.22
Payroll Taxes General Li	521.26	0.00
Total for 5200 Payroll Taxes	\$1,011.80	\$821.22
6000 Employee Expense	-198.00	
6100 Collections	\$869.81	
6110 Print Material General		11.15
6130 Electronic Materials Gen		129.72
Total for 6100 Collections	\$869.81	\$140.87
6200 Operations & Maint.		
6220 Utilities	230.32	304.33
6230 Insurance -General	-355.50	
6240 Other		-5.87
Total for 6200 Operations & Maint.	-\$125.18	\$298.46
6300 Office Supplies	\$58.96	\$27.00
6300.03 Other	27.40	3.99
Total for 6300 Office Supplies	\$86.36	\$30.99
6400 Telecom/Internet/Phone	56.84	55.96

Montour Falls Memorial Library

Statement of Activity

June 2026

TOTAL		
	JUN 2026	JUN 2025 (CUSTOM)
6600 Accounting Fees		
6601 Bookkeeper		150.00
Total for 6600 Accounting Fees		\$150.00
6604 Bank Fees	10.00	
6756 Dollar General Summer Learning Program		
6756.03 Incentives (\$500)		56.97
6756.04 Instructional Materials (\$500)		116.29
Total for 6756 Dollar General Summer Learning Program		\$173.26
6757.00 2026 Infinite Sums Grant Expenditures	213.63	
6800 Technology/Software	86.40	120.72
6850 Grants Out		
6850.14 Sustainable Finger Lakes	144.00	
Total for 6850 Grants Out	\$144.00	
6900 Program Expenses	\$156.68	
6910 Program Exp - General		72.93
6925 Anagnost - SLP		58.85
Total for 6900 Program Expenses	\$156.68	\$131.78
7100 Publicity/Advertising		65.66
7200 Dues & Subscriptions	230.61	500.00
Total for Expenditures	\$14,567.78	\$12,341.92
Net Operating Revenue	-\$7,760.85	-\$7,808.48
Net Revenue	-\$7,760.85	-\$7,808.48

Montour Falls Memorial Library

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

January - June, 2026

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Tax Money		214,871.00	-214,871.00
4010 Copying/Printing		0.00	0.00
4020 Fines		0.00	0.00
4100 Fundraising			
4101 Book Sales		1,500.00	-1,500.00
4102 Donations - General	5,857.00	3,000.00	2,857.00
4103 Donations - Early Lit		0.00	0.00
4104 Fundraising Other	2,002.09	10,000.00	-7,997.91
4105 Program Revenue		0.00	0.00
Total 4100 Fundraising	7,859.09	14,500.00	-6,640.91
4106 Carryover From Prior Year		0.00	0.00
4107 Blowers Donation		0.00	0.00
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	1,431.51	0.00	1,431.51
4602 Anagnost - Summer Learning Program	1,000.00		1,000.00
Total Revenue	\$20,890.60	\$230,921.00	\$ -210,030.40
GROSS PROFIT	\$20,890.60	\$230,921.00	\$ -210,030.40
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	27,157.39	54,641.00	-27,483.61
5030 Library Assistant - Gen	47,290.33	106,512.00	-59,221.67
Total 5000 Payroll Exp - General	74,447.72	161,153.00	-86,705.28
5200 Payroll Taxes			
5210 Payroll Taxes General		12,750.00	-12,750.00
5211 Social Security - Genera	4,232.08		4,232.08
5212 Medicare General	989.90		989.90
5213 NYS Unemployment Tax - General	908.54		908.54
5214 NYS Re-employment Tax - General	45.61		45.61
Total 5210 Payroll Taxes General	6,176.13	12,750.00	-6,573.87
Payroll Taxes General Li	281.60		281.60
Total 5200 Payroll Taxes	6,457.73	12,750.00	-6,292.27
6000 Employee Expense	1,423.35	5,140.00	-3,716.65
6100 Collections	869.81	9,216.00	-8,346.19
6110 Print Material General	2,010.96	0.00	2,010.96
6120 Print Material-Early Lit		0.00	0.00
6130 Electronic Materials Gen		0.00	0.00
6140 Other Materials (audio b		0.00	0.00

Montour Falls Memorial Library

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

January - June, 2026

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
6150 Other Material (Audio bo		0.00	0.00
Total 6100 Collections	2,880.77	9,216.00	-6,335.23
6200 Operations & Maint.			
6210 Repairs/Facility Improve	26.99	1,000.00	-973.01
6220 Utilities	4,724.19	6,000.00	-1,275.81
6230 Insurance -General	-355.50	2,100.00	-2,455.50
6240 Other		500.00	-500.00
Total 6200 Operations & Maint.	4,395.68	9,600.00	-5,204.32
6300 Office Supplies	490.96	2,500.00	-2,009.04
6300.01 Toner	741.61		741.61
6300.02 Paper	19.98		19.98
6300.03 Other	63.01		63.01
Total 6300 Office Supplies	1,315.56	2,500.00	-1,184.44
6325 Cleaning			
6325.01 Labor	2,890.00	4,080.00	-1,190.00
6325.02 Supplies	15.49	300.00	-284.51
Total 6325 Cleaning	2,905.49	4,380.00	-1,474.51
6350 Payroll Tax Penalties		0.00	0.00
6400 Telecom/Internet/Phone	1,839.40	2,000.00	-160.60
6500 Postage/Shipping	12.52	500.00	-487.48
6600 Accounting Fees			
6601 Bookeeper	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
6604 Bank Fees	10.00		10.00
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	213.63		213.63
6757.02 Program	455.23		455.23
Total 6757.00 2026 Infinite Sums Grant Expenditures	668.86		668.86
6758 ST Foundation - Sunset in the Stacks	629.17		629.17
6800 Technology/Software	621.36	2,582.00	-1,960.64
6801 ARC Tech Upgrades		3,000.00	-3,000.00
6850 Grants Out			
6850.14 Sustainable Finger Lakes	419.00		419.00
Total 6850 Grants Out	419.00		419.00
6900 Program Expenses	181.14	3,000.00	-2,818.86
6910 Program Exp - General	632.43		632.43

Montour Falls Memorial Library

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

January - June, 2026

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Total 6900 Program Expenses	813.57	3,000.00	-2,186.43
7000 Continuing Edu.		2,000.00	-2,000.00
7100 Publicity/Advertising	536.63	600.00	-63.37
7200 Dues & Subscriptions	1,058.66	1,500.00	-441.34
7300 STLS ISL Cost Shares	4,234.94	4,000.00	234.94
Total Expenditures	\$116,762.19	\$232,421.00	\$ -115,658.81
NET OPERATING REVENUE	\$ -95,871.59	\$ -1,500.00	\$ -94,371.59
NET REVENUE	\$ -95,871.59	\$ -1,500.00	\$ -94,371.59

Montour Falls Memorial Library

Statement of Financial Position
As of Jul 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000 Cash	
1001 General Library Checking	\$2,082.39
1001.01 Capital Improvement Account	2,344.04
Total for 1001 General Library Checking	\$4,426.43
1006 Petty Cash	83.00
1007 CCTC Now Account	155,636.43
Total for 1000 Cash	\$160,145.86
Total for Bank Accounts	\$160,145.86
Accounts Receivable	
1100 Accounts Receivable	-179.74
Total for Accounts Receivable	-\$179.74
Other Current Assets	
1200 Deferred Expenses	0.00
12000 Undeposited Funds	0.00
QuickBooks Tax Holding Account	321.39
Total for Other Current Assets	\$321.39
Total for Current Assets	\$160,287.51
Total for Assets	\$160,287.51
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total for Accounts Payable	\$0.00
Credit Cards	
2010 CCTC - Credit Card	2,737.54

Montour Falls Memorial Library

Statement of Financial Position
As of Jul 31, 2026

	Total
Total for Credit Cards	\$2,737.54
Other Current Liabilities	
2015 Deferred Revenue	0.00
2020 Mini Outreach Grant	900.00
2030 Construction Aid Grant	0.00
2035 Restricted Grants	
2035.01 ALA LTC Comm Roads Prog 2021	0.00
2035.02 Quick Arts Round	0.00
2035.03 Workforce Devel Program - 2020	0.00
2035.04 My First Book Club	0.00
2035.05 School Lending Program - Hotspots - COSAC	0.00
2035.06 Summer Learning Program - 2022	0.00
2035.07 Havana Art Series - 2022	22.14
2035.08 Blowers Grant	0.00
2035.09 Capital Improvements	2,522.19
Total for 2035 Restricted Grants	\$2,544.33
2040 Payroll Liabilities	-\$740.63
2040.01 Federal Withholding	0.00
2040.02 Social Security	0.00
2040.03 Medicare	0.00
2040.04 NYS Withholding	413.18
2040.05 NYS Unemployment Tax	-123.86
2040.06 NYS Re-Employment Tax	-23.57
Adjustment	0.00
Federal Unemployment (940)	0.00
Total for 2040 Payroll Liabilities	-\$474.88
Direct Deposit Payable	0.00
Total for Other Current Liabilities	\$2,969.45
Total for Current Liabilities	\$5,706.99
Total for Liabilities	\$5,706.99
Equity	
3001 Opening Balance Equity Account	213,267.20
3002 Retained Earnings	56,259.87
Net Revenue	-114,946.55
Total for Equity	\$154,580.52
Total for Liabilities and Equity	\$160,287.51

Montour Falls Memorial Library

Statement of Activity

July 2026

	TOTAL	
	Jul 2026	Jul 2025 (PY)
Revenue		
4100 Fundraising		
4102 Donations - General		2.40
Total for 4100 Fundraising		\$2.40
4200 Grants		
4201 Grants General Library		
4201.14 ALA - 2025 Grant	-48.45	
4201.15 Dollar General Summer Learning 2025	-16.15	
Total for 4201 Grants General Library	-\$64.60	
4203 Southern Tier Foundation		1,500.00
Total for 4200 Grants	-\$64.60	\$1,500.00
4500 Interest	176.45	170.09
4602 Anagnost - Summer Learning Program	-192.06	
Total for Revenue	-\$80.21	\$1,672.49
Gross Profit	-\$80.21	\$1,672.49
Expenditures		
5000 Payroll Exp - General		
5010 Library Director - Gener	4,203.20	4,080.00
5030 Library Assistant - Gen	8,366.97	5,157.54
Total for 5000 Payroll Exp - General	\$12,570.17	\$9,237.54
5200 Payroll Taxes		
5210 Payroll Taxes General		
5211 Social Security - Genera	384.40	572.73
5212 Medicare General	89.89	133.95
5213 NYS Unemployment Tax - General	16.81	62.52
5214 NYS Re-employment Tax - General	1.14	2.31
Total for 5210 Payroll Taxes General	\$492.24	\$771.51
Payroll Taxes General Li	513.39	0.00
Total for 5200 Payroll Taxes	\$1,005.63	\$771.51
6100 Collections	\$380.13	
6110 Print Material General		188.63
Total for 6100 Collections	\$380.13	\$188.63
6200 Operations & Maint.		
6220 Utilities	267.73	292.30
6240 Other		5.87
Total for 6200 Operations & Maint.	\$267.73	\$298.17
6300 Office Supplies	\$117.92	\$48.13
6300.03 Other	73.97	29.25
Total for 6300 Office Supplies	\$191.89	\$77.38

Montour Falls Memorial Library

Statement of Activity

July 2026

	TOTAL	
	Jul 2026	Jul 2025 (PY)
6325 Cleaning		
6325.01 Labor	340.00	
6325.02 Supplies		26.68
Total for 6325 Cleaning	\$340.00	\$26.68
6400 Telecom/Internet/Phone	381.25	355.90
6600 Accounting Fees		
6601 Bookkeeper	323.50	
Total for 6600 Accounting Fees	\$323.50	
6755 ALA - 2025 Grant Expenditures		
6755.03 Collections	250.35	
Total for 6755 ALA - 2025 Grant Expenditures	\$250.35	
6756 Dollar General Summer Learning Program		
6756.01 Books (\$1,500)		95.49
6756.04 Instructional Materials (\$500)		365.00
Total for 6756 Dollar General Summer Learning Program		\$460.49
6757.00 2026 Infinite Sums Grant Expenditures	\$157.83	
6757.01 Administration	1,239.95	
6757.02 Program	145.04	
Total for 6757.00 2026 Infinite Sums Grant Expenditures	\$1,542.82	
6759 Summer Reading 2026	95.34	
6800 Technology/Software	86.40	120.72
6850 Grants Out		
6850.14 Sustainable Finger Lakes	44.95	
Total for 6850 Grants Out	\$44.95	
6900 Program Expenses	\$243.14	
6910 Program Exp - General	344.43	29.99
Total for 6900 Program Expenses	\$587.57	\$29.99
7000 Continuing Edu.	500.00	
7200 Dues & Subscriptions	95.61	65.66
7500 Other	119.98	
Total for Expenditures	\$18,783.32	\$11,632.67
Net Operating Revenue	-\$18,863.53	-\$9,960.18
Net Revenue	-\$18,863.53	-\$9,960.18

Montour Falls Memorial Library

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

January - July, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Tax Money		214,871.00	-214,871.00
4010 Copying/Printing		0.00	0.00
4020 Fines		0.00	0.00
4100 Fundraising			
4101 Book Sales		1,500.00	-1,500.00
4102 Donations - General	5,857.00	3,000.00	2,857.00
4103 Donations - Early Lit		0.00	0.00
4104 Fundraising Other	2,002.09	10,000.00	-7,997.91
4105 Program Revenue		0.00	0.00
Total 4100 Fundraising	7,859.09	14,500.00	-6,640.91
4106 Carryover From Prior Year		0.00	0.00
4107 Blowers Donation		0.00	0.00
4200 Grants			
4201 Grants General Library			
4201.14 ALA - 2025 Grant	-48.45		-48.45
4201.15 Dollar General Summer Learning 2025	-16.15		-16.15
Total 4201 Grants General Library	-64.60		-64.60
4207 Sustainable Finger Lakes	600.00		600.00
Total 4200 Grants	535.40		535.40
4206 2026 Infinite Sums Grant	10,000.00		10,000.00
4300 STLS Service Aid		1,550.00	-1,550.00
4500 Interest	1,607.96	0.00	1,607.96
4602 Anagnost - Summer Learning Program	807.94		807.94
Total Revenue	\$20,810.39	\$230,921.00	\$ -210,110.61
GROSS PROFIT	\$20,810.39	\$230,921.00	\$ -210,110.61
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	31,360.59	54,641.00	-23,280.41
5030 Library Assistant - Gen	55,657.30	106,512.00	-50,854.70
Total 5000 Payroll Exp - General	87,017.89	161,153.00	-74,135.11
5200 Payroll Taxes			
5210 Payroll Taxes General		12,750.00	-12,750.00
5211 Social Security - Genera	4,616.48		4,616.48
5212 Medicare General	1,079.79		1,079.79
5213 NYS Unemployment Tax - General	925.35		925.35
5214 NYS Re-employment Tax - General	46.75		46.75
Total 5210 Payroll Taxes General	6,668.37	12,750.00	-6,081.63
Payroll Taxes General Li	794.99		794.99
Total 5200 Payroll Taxes	7,463.36	12,750.00	-5,286.64
6000 Employee Expense	1,423.35	5,140.00	-3,716.65
6100 Collections	1,287.44	9,216.00	-7,928.56

Montour Falls Memorial Library

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

January - July, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6110 Print Material General	2,010.96	0.00	2,010.96
6120 Print Material-Early Lit		0.00	0.00
6130 Electronic Materials Gen		0.00	0.00
6140 Other Materials (audio b		0.00	0.00
6150 Other Material (Audio bo		0.00	0.00
Total 6100 Collections	3,298.40	9,216.00	-5,917.60
6200 Operations & Maint.			
6210 Repairs/Facility Improve	26.99	1,000.00	-973.01
6220 Utilities	4,991.92	6,000.00	-1,008.08
6230 Insurance -General	-355.50	2,100.00	-2,455.50
6240 Other		500.00	-500.00
Total 6200 Operations & Maint.	4,663.41	9,600.00	-4,936.59
6300 Office Supplies	608.88	2,500.00	-1,891.12
6300.01 Toner	741.61		741.61
6300.02 Paper	19.98		19.98
6300.03 Other	145.96		145.96
Total 6300 Office Supplies	1,516.43	2,500.00	-983.57
6325 Cleaning			
6325.01 Labor	3,230.00	4,080.00	-850.00
6325.02 Supplies	25.16	300.00	-274.84
Total 6325 Cleaning	3,255.16	4,380.00	-1,124.84
6350 Payroll Tax Penalties		0.00	0.00
6400 Telecom/Internet/Phone	2,220.65	2,000.00	220.65
6500 Postage/Shipping	12.52	500.00	-487.48
6600 Accounting Fees			
6601 Bookeeper	1,546.00	5,000.00	-3,454.00
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	3,496.00	7,000.00	-3,504.00
6604 Bank Fees	10.00		10.00
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
6755.03 Collections	250.35		250.35
Total 6755 ALA - 2025 Grant Expenditures	7,821.44		7,821.44
6757.00 2026 Infinite Sums Grant Expenditures	526.74		526.74
6757.01 Administration	1,239.95		1,239.95
6757.02 Program	600.27		600.27
Total 6757.00 2026 Infinite Sums Grant Expenditures	2,366.96		2,366.96
6758 ST Foundation - Sunset in the Stacks	629.17		629.17
6759 Summer Reading 2026	95.34		95.34

Montour Falls Memorial Library

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

January - July, 2026

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
6800 Technology/Software	707.76	2,582.00	-1,874.24
6801 ARC Tech Upgrades		3,000.00	-3,000.00
6850 Grants Out			
6850.14 Sustainable Finger Lakes	463.95		463.95
Total 6850 Grants Out	463.95		463.95
6900 Program Expenses	424.28	3,000.00	-2,575.72
6910 Program Exp - General	976.86		976.86
Total 6900 Program Expenses	1,401.14	3,000.00	-1,598.86
7000 Continuing Edu.	500.00	2,000.00	-1,500.00
7100 Publicity/Advertising	536.63	600.00	-63.37
7200 Dues & Subscriptions	1,154.27	1,500.00	-345.73
7300 STLS ISL Cost Shares	4,234.94	4,000.00	234.94
7500 Other	119.98		119.98
Total Expenditures	\$135,756.94	\$232,421.00	\$ -96,664.06
NET OPERATING REVENUE	\$ -114,946.55	\$ -1,500.00	\$ -113,446.55
NET REVENUE	\$ -114,946.55	\$ -1,500.00	\$ -113,446.55

Montour Falls Memorial Library • Board Meeting



July 2026 Director's Report

Submitted by Jess Westlake; Library Director

NO JULY MEETING FOR SUMMER BREAK

Operations/Internal Projects/Facility

- Closed: July 3 and 4 for Independence Day
- New bookkeeper is settling well
- Children's Room lights replaced on June 24th
- July generally sees a slight decrease in patrons as school is out and they are starting their summer adventures, vacations, and adventures

Finance

- **Grants**
 - American Library Association: Libraries Transforming Communities; Accessible Small and Rural Communities (\$10,000) Funds are spent. Report was submitted.
 - 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) First program with infographics and rock painting activity will be held Saturday, 10/3

Programs & Events

- **Upcoming**
 - Messages From Our Orbit through August 31
 - Infinity Day on August 8
 - Summer Learning Program, July 7 - August 15
 - Fall 2026: Digital Literacy with STLS
 - September 8th at 6pm: STLS Resources
 - September 17th at 10am: Internet Basics
 - September 19th at 10am: MyChart
 - October 8th at 10am: Microsoft Word Intro.
 - Public Narcan Training; Fibonacci Day Monday, 11/24
 - STLS Annual Meeting, Friday, October 2nd from 10:00 am - 12:00 pm in Cohocton, NY
- **Highlights**
 - A record number of adult registrants for Summer Learning Program and more than double the total registrants from 2025

Budget Notes

- Note increase in utilities, office supplies

Library Advocacy

- E-Rate - ALA urges members to submit comments on an FCC proposal that raises questions about limiting or terminating the E-Rate program, which provides discounts for schools and libraries provide internet access. The deadline for submitting comments is October 13. Templates and guidance can be found at <https://www.ala.org/advocacy/federal-resources/broadband-policy/erate>
 - Additional information - <https://www.nysed.gov/edtech/e-rate>

Staff Reports

- Executing and assisting with Summer Learning Programs
- Training new volunteers

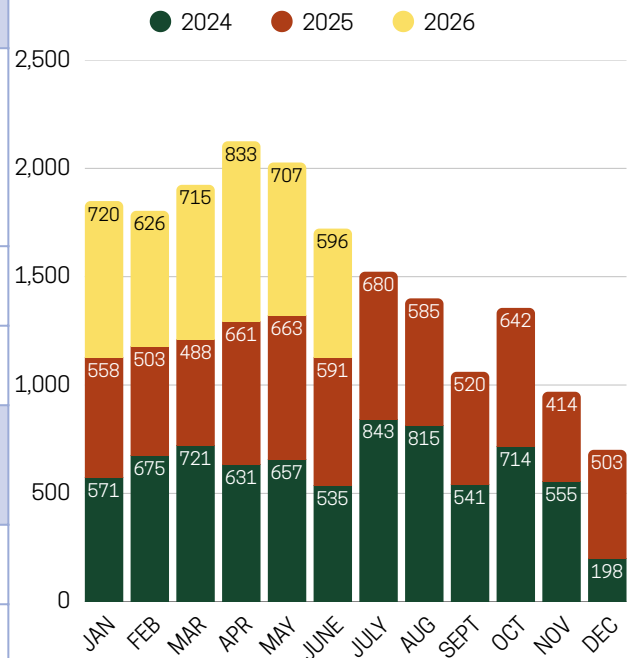
Featured Services & Resources

- Compost Drop Spot 24/7/365
- Battery Recycling Drop Spot during open hours

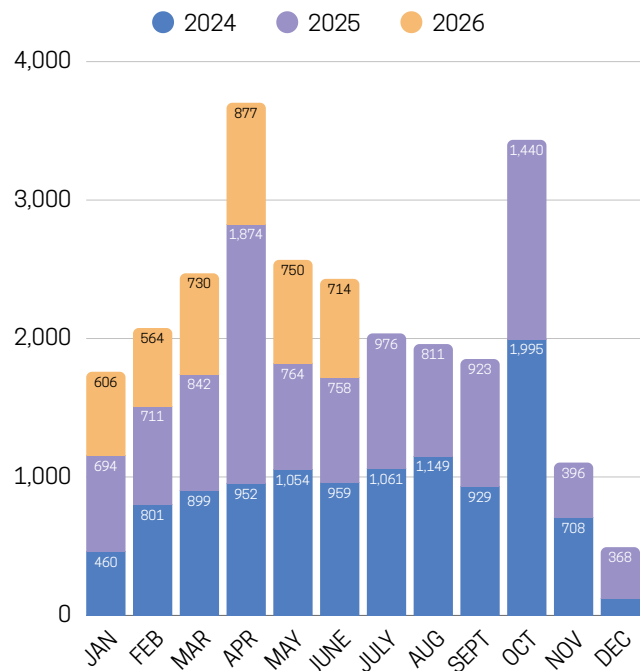
Statistics for June 2026

CIRCULATION	June 2026	May 2026
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	291	248
Physical Circ	596	707
TOTAL CIRC	887	955
DIGITAL RESOURCE USAGE		
Kanopy	6	27
Mango	0	3
JobNow	0	0
OPERATIONS		
Patron/Library Visits	714	750
Visitors/Tourists	113	120
Reference Questions	918	911
Computer Use	24	25
Printing	8	10
Meeting Space Non-Lib (sessions)	6	9
Wireless Use (unique)	80	69
New Cardholders	10	32
Total Volunteer Hours	39.5	28
Value of Volunteer Time; Est. \$34.79/hour (Independantsector.org)	\$1,374.21 39.5hrs	\$924.12

TOTAL PHYSICAL CIRCULATION



PATRON VISITS



Montour Falls Memorial Library • Board Meeting

August 2026 Director's Report

Submitted by Jess Westlake; Library Director

Monday, August 24th, 2026

Rescheduled from Thursday, August 20th due to a system network outage



Operations/Internal Projects/Facility

- Closed: September 4, 5, and 8. Staff will be working; post-summer cleaning and fall prep. Closed early on 8/21 due to staffing.
- Step into entryway chipped; Bricks on pillar continue to crumble.
- July generally sees a slight decrease in patrons as school is out and they are starting their summer adventures, vacations, and adventures.
- Village - is not picking up recycles as agreed upon - looking into options but this may be an additional expense for the library; Village notified us that the crabapple tree on the corner may need to be removed depending on the extent of rot. Village was previously advised to trim dead branch off of tree to prevent rot/disease. I requested that the library be included in the decision on if the tree is replaced and if so, with what. Village expressed concern about having our Wi-Fi on at night due to suspected suspicious activity.
- Library was reserved for a birthday party on 8/15. Lots of fun, guests were friendly; complimenting on the building and general support for libraries. We are revising the meeting space use policy. This could be a potential source of fundraising.

Finance

- **Grants**
 - Foundation for Southern Tier Libraries Grant: Early Literacy Refresh (\$500)
 - Anagnost – Summer Learning Program: Awarded \$1,000 for 2026; completed
 - NYS Construction Aid – Closing out
 - 2026 Infinite Sums Rural & Small Libraries Cohort Grant (\$10,000)
 - Awarded Sustainable Finger Lakes Grant (Rain Garden, \$600) First program with infographics and rock painting activity will be held Saturday, 10/3
- Budget Notes
 - Note increase in utilities, office supplies

Library Advocacy

- E-Rate - ALA urges members to submit comments on an FCC proposal that raises questions about limiting or terminating the E-Rate program, which provides discounts for schools and libraries provide internet access. The deadline for submitting comments is October 13.
 - Templates and guidance can be found at <https://www.ala.org/advocacy/federal-resources/broadband-policy/erate>
 - Additional information - <https://www.nysed.gov/edtech/e-rate>

Programs & Events

- **Upcoming**

- Messages From Our Orbit through August 31
- Infinity Day on August 8 saw 107 people - Schuyler Strikers Soccer, locally made pretzels, Great Escape Ice Cream, Max's Sewing Station, Knitting/Crochet with Raven, Local photographer's showcase, Mechanical Meltdown demonstration, Origami soccer balls with Casey
- Summer Learning Program, July 7 - August 15 - complete!
- Fall 2026: Digital Literacy with STLS
 - September 8th at 6pm: STLS Resources
 - September 17th at 10am: Internet Basics
 - September 19th at 10am: MyChart
 - October 8th at 10am: Microsoft Word Intro.
- Public Narcan Training; Fibonacci Day Monday, 11/24
- STLS Annual Meeting, Friday, October 2nd from 10:00 am - 12:00 pm in Cohocton, NY

- **Highlights**

- Double the Summer Learning registrants from last year; record number of adults. Winners will be announced next week. Met with Nick Anagnost 8/19 about future funding; referred him to Bruce for donor/sponsor details.

Staff Reports

- Executing and assisting with Summer Learning Programs, winners, prizes
- Training 7 new volunteers
 - Still accepting applications but pausing adding new volunteers due to a full calendar and workloads; adjusting frequency of some volunteers

Featured Services & Resources

- Free scan-to-email or thumb drive. By appointment for 20+ pages.
- Use your library card to borrow passes to Ithaca Sciencenter, Farm Sanctuary, NYS Parks & Campgrounds, Corning Museum of Glass, and more becoming available.

Statistics for June 2026

Montour Falls Memorial Library • Board Meeting

CIRCULATION	July 2026	June 2026
Digital Circ (STLS, OWLL, FLLS Libby: eBooks, Audio, Magazines)	328	291
Physical Circ	677	596
TOTAL CIRC	1,005	887
DIGITAL RESOURCE USAGE		
Kanopy	2	6
Mango	0	0
JobNow	3	0
OPERATIONS		
Patron/Library Visits	801	714
Visitors/Tourists	211	113
Reference Questions	1,163	918
Computer Use	18	24
Printing	13	8
Meeting Space Non-Lib (sessions)	7	6
Wireless Use (unique)	75	80
New Cardholders	8	10
Total Volunteer Hours	38	39.5
Value of Volunteer Time; Est. \$34.79/hour (Independantsector.org)	\$1,322.02	\$1,374.21

