Belmont Literary and Historical Society Free Library
Board of Trustees
Agenda for October 22, 2026

Attendees:
Other Present:
Absent:

Call to Order

Secretary's Report

- Approval of September minutes
- Correspondence

Treasurer's Report

- Approval of September reports
- Insurance letter follow up: Why has the premium changed from $1,000,000 to $500,00

Director's Report (15 min)

- Grant Updates

Committee Reports:

- Finance
- Strategic Planning – Meets 10/20
- Building & Grounds
- Policy & Personnel

Old Business

- Budget Review
- Need to schedule outside window & trim work with Dark Hallow (est $2500)
- Program for Thanksgiving/Christmas project with Eastwind (@$200 in budget, about $10 off per person) follow up
- Financial review discussion-called Ed Bysiek, estimate of 6K for certified audit and footnotes, giving a 1k discount for non profit

New BusinessNew Business

- D&O Insurance Renewal – same cost as last year
- Employee Reviews
- Shelving for Wonderbooks
- Tax Cap Overide

Next Meetings: November 18th, 2026 at 4pm

Adjournment:

Belmont Literary and Historical Society Free Library
Board of Trustees
DRAFT Meeting Minutes for September 17, 2026

Attendees: Molly Pike, Caroline Mapes, Deb Burger, Gene Smith, Nichole Gambino, Linda Healy, Anna Hribar

Other Present: Erika Jenns from STLS

Absent: Erica Moses (away at ARSL Conference), Ash Gardener, Miranda Hemphill

Meeting Called to Order at 5:00 PM

Establish a Quorum

Accept Agenda - Vote

- Motion: Anna
- Second: Linda
- Result: All were in favor

Public Comment

None

Announcements:

-

Secretary's Report

- Approval of August minutes
  - Motion: Gene
  - Second: Anna
  - Result: All in favor
- Correspondence
  - Catherine Schuyler Chapter NSDAR Time Capsule

Treasurer's Report

- Approval of August report
  - Motion: Nichole
  - Second: Gene
  - Result: All in favor

Account	Previous Balance	Deposits/Credits	Checks/Debits	Ending Balance
General	83,485	60.85	10,343.10	73,202.75
Renovation	6,791.10	0	0	6,791.10

**Full detailed ledger reports and balance sheets are maintained at the Belmont Literary and Historical Society Free Library and are available for public inspection upon request in accordance with NYS Committee on Open Government guidelines.*

Director's Report (15 min)

(See attached for full report)

- Grant Updates
- Summer Learning Stats

Grant Updates:

- See attached director's report

Committee Reports

- Finance
  - Met 8/5/26
  - Preliminary budget was created to present to the board

- Building and Grounds
  - Met 9/14/26 at 4pm
  - New energy efficient windows and insulation will be needed within 5 years
  - Lighting could be changed to LED within 5 years
  - Kitchen shelf needs to be fixed - construction aid grant.
  - New chargers for patron use (in lieu of charging stations)
  - For next meeting: Disaster plan

- Strategic Planning
  - Collecting surveys from board members

- Policy, Personnel and Nominating
  - None

Unfinished Business

- Budget vote in November
- Strategic planning board surveys due 9/17 at the meeting
- Need to schedule outside window and trim work with Dark Hallow (est $2500)
  - Motion: Molly
  - Second: Linda
  - All were in favor
- Paying Dark Hallow $3700 for bee removal
  - Motion: Molly
  - Second: Nichole
  - All were in favor
- Golden Bear Donation
  - Donated to County Sports Hall of Fame
- Financial Review Discussion

New Business

- Annual Program with Eastwind, library can cover some of the cost
- NYLA Conference - approx cost: $1457

    - Motion: Molly
    - Second: Caroline
    - All were in favor
- Library insurance change in coverage from $1,000,000 to $500,000
    - Anna is following up on this

Next Meetings:

October 22, 2026 at 4 PM

Adjournment:

Molly Pike adjourned the meeting at 5:34 PM

Respectfully Submitted,

Caroline Mapes
Secretary
BL&HS Free Library

BELMONT LITERARY AND HISTORICAL SOCIETY FREE LIBRARY

Director's Report — September 2026 Board Meeting

Reporting Period: August 2026 | Submitted by: Erica Moses, Director

1. Monthly Statistics

Metric	Aug 2026	July 2026	± Mo.	Aug 2025	± Yr.	YTD
Patron Visits	362	370	-8	234	+128	**2336**
New Patrons	5	9	-4	3	+2	**46**
Total Circulations	299	345	-46	262	+37	**2480**
Holds Received	38	51	-13	38	**0**	**486**
Holds Filled	107	110	-3	75	+32	**861**
Computer Use	11	16	-5	6	+5	**72**
Libby Checkouts	185	187	-2	198	-13	**1610**
Kanopy	0	0	**0**	0	**0**	**0**
Mango	0	0	**0**	0	**0**	**2**
JobNow	0	0	**0**	0	**0**	**1**
WiFi Sessions	176	160	+16	141	+35	**1190**
WiFi Unique Clients	26	25	+1	18	+8	**191**

2. Collection Update

	Reporting Month	YTD 2026
Items Added	**68**	511
Items Discarded / Weeded	**1**	221
Net Change to Collection	**+67**	+290
Total Collection Size	**7,810**	—

3. Programs — August 2026

	Programs	Total Attendance
Adult	1	2
Teen/YA	0	0
Children	4	39
Multi-Generational	3	106
YTD 2026	49	406

4. Grant Updates

- **Western New York Rural Library Grant**
  - STLS is hoping to share a media campaign in November/December once all libraries have completed purchases.
- **Construction Aid Grant**
  - Status: submitted to STLS on August 6th. It was reviewed and then sent on to NYS. Timeline: Dec 26-Apr 27 – State will contact us if edits need to be made. Oct 27-Dec 27 – grant notification. 90% of funds released between Jan-Apr 2028.
- **Believe in Reading**
  - Status: no updates
- **Archival Needs Assessment**
  - Status: approved, waiting for more information
- **COSAC Outreach**
  - Submitted Aug 17th. Notification comes at the end of October
- **DEI Micro Grant**
  - Submitted Aug 17th. Notification comes at the end of October
- **Community Quilt Grant**
  - Submitted Aug 21st. Notification comes in December

5. Director's Updates

Items below are for board information unless otherwise noted.

- **Clock Face Project**
  - Measurements sent on 9/8
- **Web Accessibility**
  - Ongoing.
- **Out-Reach to GenValley**
  - Joined in on Meet the teacher night. Spoke to a handful of families and left a bunch of info with Nicole
- **Summer Reading**
  - Held 14 programs with 200 people attending. There were a couple more programs scheduled but are not included because of 0 attendance. (2 teen programs, and 1 preschool program)
- **ARSL Conference:**
  - Received news that ARSL secured grant funds to cover the conference fee ($300) and $1060 in travel expenses can be submitted after the conference for reimbursement. (This is due to the advisor role for the Overcoming Obstacles project we've been working on since December of 2025.)
- **Honeybees in the Wall**
  - Dark Hallow removed the hive in roughly 12 hours. We did have some bees in the library, but within a few days, they were gone.
  - Have not received a bill yet

6. Items Requiring Board Action or Vote

The following items require board discussion, motion, or vote at this meeting.

- **NY Library Association Conference (Nov 4-7)**
  - Conference Fee: $480; Hotel Stay (3 Nights) $550 as of 9/8; Mileage (562 miles roundtrip): $427; Total: $1457

Submitted in advance of the September 2026 Board Meeting. Questions may be directed to the Director prior to the meeting.

BELMONT LITERARY AND HISTORICAL SOCIETY FREE LIBRARY

Director's Report — October 2026 Board Meeting

Reporting Period: September 2026 | Submitted by: Erica Moses, Director

1. Monthly Statistics

Metric	Sept 2026	Aug 2026	± Mo.	Sept 2025	± Yr.	YTD
Patron Visits	261	362	**-101**	234	**+27**	**2597**
New Patrons	4	5	**-1**	3	**+1**	**50**
Total Circulations	326	299	**+27**	262	**+64**	**2806**
Holds Received	69	38	**+31**	38	**+31**	**555**
Holds Filled	108	107	**+1**	75	**+33**	**969**
Computer Use	4	11	**-7**	6	**-2**	**76**
Libby Checkouts	173	185	**-12**	198	**-25**	**1783**
Kanopy	1	0	**+1**	0	**+1**	**1**
Mango	0	0	**0**	0	**0**	**2**
JobNow	0	0	**0**	0	**0**	**1**
WiFi Sessions	159	176	**-17**	141	**+18**	**1349**
WiFi Unique Clients	26	26	**0**	18	**+8**	**217**

2. Collection Update

	Reporting Month	YTD 2026
Items Added	99	610
Items Discarded / Weeded	**0**	221
Net Change to Collection	**+99**	+389
Total Collection Size	**7,923**	—

3. Programs — August 2026

	Programs	Total Attendance
Adult	2	5
Teen/YA	**0**	**0**
Children	**0**	**0**
Multi-Generational	**1**	**18**
YTD 2026	52	429

4. Grant Updates

- **Western New York Rural Library Grant**
  - Three Grant Executives to stop by the library on 10/5
  - Second round of funding is open and due by 11/15. Will be applying
- **Believe in Reading**
  - Status: no updates
- **Archival Needs Assessment**
  - Status: approved, had the first zoom call. In-person visit scheduled for December
  - Pre-survey questionnaire was submitted
- **Association for Rural and Small Libraries (ARSL) – Overcoming Obstacles**
  - Reimbursement form for the conference was submitted on 9/28
- **Extended School Day at GenValley**
  - Still no contract

5. Director's Updates

Items below are for board information unless otherwise noted.

- **Out-Reach to GenValley**
  - Joined their safety night on 9/28 and spoke with a couple different families
- **Association for Rural and Small Libraries (ARSL) Conference**
  - Conference highlights
- **NY Library Association (NYLA) Conference**
  - Total for the conference, mileage, and hotel ends up being $1462. Sue is set to cover while I'm gone.
- **Budget Discussion**
  - Including raises for staff, hour increase/reduction/change for 2027

6. Items Requiring Board Action or Vote

The following items require board discussion, motion, or vote at this meeting.

- **Tax Cap**
- **Wage Increases**

Submitted in advance of the September 2026 Board Meeting. Questions may be directed to the Director prior to the meeting.

BELMONT LITERARY AND HISTORICAL SOCIETY FREE LIBRARY

Profit & Loss Statement — Month of September 2026

Line Item	Amount
Income	
Library Generated	
Copies & Faxes	$35.50
Book Sales/Misc Rev	$0.50
Private/Local Support	
Donations	$0.00
Earned & Investment Income	
Dividend Income	$1,342.55
Endowment	$0.00
Local Public Funding	
Genesee Valley Tax Levy	$0.00
Grant Income	
Grant	$0.00
Total Income	$1,378.55
Expenses	
Personnel	
Director Salary	$3,616.81
Assistant Salary	$1,496.50
Cleaner Salary	$288.00
Circ Clerk Salary	$336.00
Payroll Taxes	$438.89
Workmen's Comp/Disability	-$35.12
Personnel Total:	*$6,141.08*
Utilities	
RG&E Electric	$558.17
National Fuel	$23.46
Verizon	$85.99
Water/Sewer	$0.00
STLS Internet	$0.00
Utilities Total	*$667.62*
Insurance	
Property	$0.00
D&O Ins	$0.00
Ins Total	*$0.00*
Professional Fees	
Accountant	$135.00
Payroll Processing	$167.94
Professional Total	*$302.94*
Maintenance	
Building/Maintenance	$3,700.00
Fire	$0.00
Maintenance Total	*$3,700.00*

Line Item	Amount
STLS	
STLS Cost Share	$0.00
STLS Digital Library	$0.00
STLS Total	$0.00
CE/Training	
Conference/CE	$1,716.92
Association Fees	$0.00
Staff Mileage	$31.92
CE/Training Total	*$1,748.84*
Other	
Subscriptions	$108.49
Library Supplies	$0.00
Technology	$0.00
Total Other	*$108.49*
Programming & Outreach	
Main Programming	$91.26
Summer Reading	$0.00
Patron Satisfaction	$0.00
Library Pet	$0.00
Programming Total	$91.26
Collections	
Books	$339.66
DVD's/Video Games	$0.00
Wonderbooks	$913.75
Large Print	$96.90
Collections Total	$1,350.31
Total Expenses	**$14,110.54**
Grant Expenditures	
Grant Expense	$397.89