Belmont Literary and Historical Society Free Library Board of Trustees

Agenda for November 19, 2026

Attendees:
Other Present:
Absent:
Call to Order

Secretary's Report

- Approval of October minutes
- Correspondence

Treasurer's Report

- Approval of October reports
- Verizon Update
- FNBO Admin Update

Director's Report (15 min)

- Grant Updates
- Security System
- Revised Budget
- NYLA Highlights
- Staff Review Complete
- VoIP Phones

Committee Reports:

- Finance
- Strategic Planning – Plan done
- Building & Grounds
- Policy & Personnel

Old Business

- Tax Cap Override
- Strategic planning - meetings
- Financial Review Discussion
- Program for thanksgiving/Christmas project with EastWind
- Employee Review
- Budget Vote

New Business

- New Committee – Events/Programming
- Christmas Gathering
- Security System

Next Meetings: January 21st at 4pm.

Adjournment:

Belmont Literary and Historical Society Free Library Board of Trustees

DRAFT Meeting Minutes for October 22, 2026

Attendees: Molly Pike, Gene Smith, Nichole Gambino, Linda Healy, Anna Hribar, Ash Gardener, Erica Moses (Director)

Other Present:
Absent: Caroline Mapes, Deb Burger, Miranda Hemphill

Meeting Called to Order at 3:58 PM

Establish a Quorum

Accept Agenda - Vote

Agenda amended, two items added to New Business: Vote for Wonderbook shelving and tax cap override

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

Public Comment

None

Announcements:

Secretary's Report

- Approval of September Minutes
  - Motion: Ash
  - Second: Gene
  - Result: All in favor
- Correspondence
  - Erica will need a Thank You Note, and will be in communication with Caroline

Treasurer's Report

- Approval of September report
  - Motion: Nichole
  - Second: Linda
  - Result: All in favor

Account	Previous Balance	Deposits/Credits	Checks/Debits	Ending Balance
General	$73,202.75	$82.75	$10,529.69	$62,755.81
Renovation	6,791.10	$0.00	$3,700.00	$3,091.10

**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.*

- Update on insurance premium – Change of coverage from included cyber-security insurance to a separate insurance plan covering cyber-security. The board does not think that we need supplemental cyber insurance at this time.

Director's Report (15 min)

(See attached for full report)

- Budget adjustments
    - Hours, specifically Saturday Hours
    - Sudden increase in attendance on Saturdays
- Verizon will eventually discontinue copper-based telephone lines
    - Change over to STLS phone service, lower monthly cost, but there will be a one-time installation fee and potential cost to replace phones
        - Motion: Molly
        - Second: Gene
        - All in favor

Grant Updates:

- WNY Rural Library Grant
- Believe in Reading
- Archival Needs Assessment
- Association for Rural and Small Libraries
- Extended School Day at Genesee Valley CSD

Committee Reports

- Finance
    - No updates

- Building and Grounds
    - Zack repaired gaps in walls
    - Discussion of plan for elevator
    - Railing being fixed by Jake Grisewood with Happy Hill Enterprises

- Strategic Planning
    - Overview of Questionnaire Answers
        - Sustainability, accessibility, historical status of building and our status as a third space

- Policy, Personnel and Nominating
    - Discussed raises for staff
    - Discussed upcoming director evaluation

Unfinished Business

- Budget Review
- Linda sent bookmark to DAR for time capsule
- Need to schedule outside window & trim work with Dark Hallow (est $2500)

    - Motion to Pay: Ash
    - Second: Linda
    - All in Favor
- Program for Thanksgiving/Christmas project with Eastwind (@$200 in budget, about $10 off person) follow up
    - Vote for wreath, date before Thanksgiving, weekday, later in the day
    - Cap at 24 heads
- Financial review discussion
    - Called Ed Bysiek, estimate of 6k for certified audit and footnotes, giving a 1k discount for non-profits
    - Linda Twig – not a CPA, cannot do a certified audit
    - Attempted to email Elizabeth Schiralli in Wellsville for quote – in process
    - Anna will look for another local CPA for another quote

New Business

- D&O Insurance Renewal – same cost as last year
- Employee Reviews
    - Erica will have performance reviews with Sue and Christy between now and our next board meeting
- Shelving Units for Wonderbooks
    - Cost is $410.77 for four shelves
        - Motion: Molly
        - Second: Anna
        - All in Favor
- STLS VoIP Phone Service
- Motion for wage increase for all staff
    - Motion: Gene
    - Second: Linda
    - All in Favor
- Continue Saturday hours for six more months, then revisit
- Tax Cap Override (attached below)
    - Motion: Gene
    - Second: Nichole
    - All in favor

Executive Session:

Dismissed Erica and entered an Executive Session at 4:54 to discuss personnel wage increases.

Successfully voted, and re-entered meeting at 5:11pm

Next Meetings: November 19th, 2026 at 4pm

Adjournment:

Molly Pike adjourned the meeting at 5:18PM
Respectfully Submitted with Assistance from Ash Gardener,

Caroline Mapes
Secretary
BL&HS Free Library

Tax Cap Override

- Whereas, the adoption of this 2027 budget for the Belmont Literary and Historical Society Free Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

- Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

- Resolved, that the Board of Trustees of the Belmont Literary and Historical Society Free Library voted and approved to exceed the tax levy limit for 2027 by at least the sixty percent of the board of trustees as required by state law on October 22, 2026.

    - Motion: Gene
    - Second: Nichole
    - All in favor

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 — September 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**
- **Wonderbook Shelving**

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

BELMONT LITERARY AND HISTORICAL SOCIETY FREE LIBRARY

Director's Report — November 2026 Board Meeting

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

1. Monthly Statistics

Metric	Oct 2026	Sept 2026	± Mo.	Oct 2025	± Yr.	YTD
Patron Visits	315	261	**+54**	230	**+85**	**2912**
New Patrons	6	4	**+2**	3	**+3**	**56**
Total Circulations	432	326	**+106**	253	**+179**	**3238**
Holds Received	68	69	**-1**	50	**+18**	**623**
Holds Filled	126	108	**+18**	82	**+44**	**1095**
Computer Use	9	4	**+5**	2	**+7**	**85**
Libby Checkouts	204	173	**+31**	216	**-12**	**1987**
Kanopy	0	1	**-1**	0	**0**	**1**
Mango	0	0	**0**	0	**0**	**2**
JobNow	0	0	**0**	0	**0**	**1**
WiFi Sessions	162	159	**+3**	153	**+9**	**1511**
WiFi Unique Clients	28	26	**+2**	28	**0**	**245**

2. Collection Update

	Reporting Month	YTD 2026
Items Added	105	715
Items Discarded / Weeded	**0**	221
Net Change to Collection	**+105**	+494
Total Collection Size	**8,028**	—

3. Programs — October 2026

	Programs	Total Attendance
Adult	5	17
Teen/YA	**0**	**0**
Children	**0**	**0**
Multi-Generational	**1**	**18**
YTD 2026	57	446

4. Grant Updates

- **Western New York Rural Library Grant**
  - Second round of funding was opened. Application for the teen room was submitted on 11/9
  - Total grant amount is $22,212, with $14,122 in funding be requested.
- **Believe in Reading**
  - Did not fund
- **Archival Needs Assessment**
  - No updated until after December visit
- **Association for Rural and Small Libraries (ARSL) – Overcoming Obstacles**
  - Reimbursement check was received and will be included in November's deposit.
- **Extended School Day at GenValley**
  - Currently in planning stages

5. Director's Updates

Items below are for board information unless otherwise noted.

- **NY Library Association (NYLA) Conference**
  - Conference highlights.
- **Budget Discussion**
  - Budget revised to include updates that were mentioned
- **Wonderbook shelving**
  - purchased and placed
- **Holiday Closing for 2027**
  - Paid: January 1st, January 18th, February 15th, May 31st, June 18th, September 6th, October 11th, November 11th, November 25th, December 25th
  - Non-paid: November 26th, December 24th, close early on December 31st

6. Items Requiring Board Action or Vote

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

- **2027 Budget**
- **2027 Strategic Plan**

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

BELMONT LITERARY AND HISTORICAL SOCIETY FREE LIBRARY

Profit & Lost Statement — Month of October 2026

Line Item	Amount
Income	
Library Generated	
Copies & Faxes	$43.25
Book Sales/Misc Rev	$5.00
Meeting Room	$100.00
Private/Local Support	
Donations	$0.00
Earned & Investment Income	
Dividend Income	$0.00
Endowment	$0.00
Local Public Funding	
Genesee Valley Tax Levy	$0.00
Grant Income	
Grant	$0.00
Total Income	$148.25
Expenses	
Personnel	
Director Salary	$2,174.42
Assistant Salary	$957.38
Cleaner Salary	$192.00
Circ Clerk Salary	$192.00
Payroll Taxes	$268.97
Workmen's Comp/Disability	-$21.92
Personnel Total:	*$3,762.85*
Utilities	
RG&E Electric	$344.53
National Fuel	$23.46
Verizon	$84.39
Water/Sewer	$158.08
STLS Internet	$225.00
Utilities Total	*$835.46*
Insurance	
Property	$0.00
D&O Ins	$0.00
Ins Total	*$0.00*
Professional Fees	
Accountant	$135.00
Payroll Processing	$117.46
Professional Total	*$252.46*
Maintenance	
Building/Maintenance	$2,935.53
Fire	$0.00
Maintenance Total	*$2,935.53*

Line Item	Amount
STLS	
STLS Cost Share	$0.00
STLS Digital Library	$0.00
STLS Total	$0.00
CE/Training	
Conference/CE	
Association Fees	$0.00
Staff Mileage	$79.04
CE/Training Total	*$79.04*
Other	
Subscriptions	$0.00
Library Supplies	$0.00
Technology	$77.99
Total Other	*$77.99*
Programming & Outreach	
Main Programming	$150.60
Summer Reading	$0.00
Patron Satisfaction	$93.66
Library Pet	$25.88
Programming Total	$270.14
Collections	
Books	$383.47
DVD's/Video Games	$0.00
Wonderbooks	$0.00
Large Print	$101.45
Collections Total	$484.92
Total Expenses	**$8,698.39**
Grant Expenditures	
Grant Expense	$0.00

2027 Strategic Plan
Belmont Literary and Historical Society Free Library

Introduction: This strategic plan began with a community survey over several months, where we gathered information from community stakeholders. We also analyzed internal library metrics and surveyed trustees. We used this information to create a comprehensive road map to strengthen BL&HS Free Library's role as a vital community hub while adapting to modern library service expectations, identifying goals to better serve our community over the next 3 to 5 years.

Mission: The Belmont Literary and Historical Society Free Library is a cornerstone of community connection, knowledge, and opportunity. We strive to provide free and open access to resources, technology, and services that empower individuals and strengthen our community. As a safe and inclusive space, we foster learning, creativity, and social acceptance. Through collaboration with local organizations, schools, and other libraries, we work to enrich lives, promote literacy, and encourage civic engagement. Together, we aim to recalibrate our community by inspiring lifelong learning and meaningful connections for all.

Vision: The Belmont Literary and Historical Society Free Library is committed to a community where every person matters and has limitless access to knowledge and opportunity; where our library remains the heart of learning, connecting and belonging for all.



Strategic Priority One: Foster Community Connection

Goal: Continue to collaborate and grow current partnerships while fostering new ones.

Goal: Grow and inspire the community by increasing the diversity of programs and attendance to better serve teens, senior citizens and other demographic groups.

Strategic Priority Two: Expand the Reach of the Library

Goal: Continue to increase the accessibility of our building

Goal: Reach community members who don't use technology or social media through targeted outreach and marketing.

Strategic Priority Three: Support Youth Success

Goal: Provide a safe and inviting third space for tweens and teens

Goal: Provide opportunities for the creative exploration of various topics and skills

Strategic Priority Four: Preserve and Share the Library's Historic Legacy

Goal: Preserve and maintain the historical value of our building while simultaneously working to improve its sustainability and accessibility.

Goal: Explore ways to make our special collections more accessible while preserving their physical integrity and historical significance.

Strategic Priority Five: Maintain and Grow Library Resources

Goal: Maintain a safe, welcoming, and well-functioning facility that reflects the library's commitment to excellence and enhances the visitor experience.

Goal: Secure the library's future by exploring the opportunities provided by the endowment and prioritizing adequate staffing levels and competitive compensation.

Goal: Focus on retaining, training, and expanding board and committee involvement.

Library Board Trustees:

Molly Pike
Deb Burger
Caroline Mapes
Anna Hribar
Ash Gardener
Gene Smith
Nichole Gambino
Miranda Hemphill
Linda Healy

BL&HS 2027 Prelim Budget

Income

Local Public Funds	2027	2026 Budget		2025
School Levy	**$ 72,365.00**	**$ 68,269.00**		**$ 59,364.00**
LLSA Donation	**$ 1,000.00**	**$ 1,000.00**		**$ 1,500.00**
Grants	**$ -**	**$ -**		**$ 2,615.00**
Dividends	**$ 2,000.00**	**$ 1,500.00**		**$ 1,000.00**
Gifts/Endowment				
Memorials/Donations	$ 750.00	$ 500.00		$ 500.00
Endowment	$ 20,000.00	$ 20,000.00		$ -
Total:	**$ 20,750.00**	**$ 20,500.00**	**#**	**$ 500.00**
Library Generated				
Meeting Room	$ 500.00	$ -		$ -
Copies/Faxes	$ 250.00	$ 250.00		$ 250.00
Book Sale	$ 200.00	$ 500.00		$ -
Total:	**$ 950.00**	**$ 750.00**	**#**	**$ 250.00**
Total Income	**$ 97,065.00**	**$ 92,019.00**	**#**	**$ 65,229.00**

Expenses

Payroll	2027	2026 Budget	2025
Director Salary	$ 29,601.00	$ 28,197.00	$ 28,878.00
Assistant Salary	$ 10,150.00	$ 10,633.48	
Cleaner Salary	$ 2,621.00	$ 2,496.00	
Circ Clerk Salary	$ 2,621.00	$ 3,328.00	
Payroll Taxes	$ 4,673.00	$ 4,694.00	$ 2,209.00
Total Cost:	**$ 49,666.00**	**$ 49,348.48**	**$ 31,087.00**
Utilities			
RG&E Electric	$ 4,500.00	$ 4,500.00	$ 2,015.00
National Fuel	$ 3,000.00	$ 2,500.00	$ 1,840.00
Verizon/Tracfone	$ 1,000.00	$ 1,025.00	$ 865.00
Water/Sewer/Garbage	$ 720.00	$ 560.00	$ 468.00
STLS Internet	$ 900.00	$ 900.00	$ 275.00
Total Cost:	**$ 10,120.00**	**$ 9,485.00**	**$ 5,463.00**
Insurance/Building			

Payroll	2027	2026 Budget	2025
Property Ins, D&O Ins	$ 7,750.00	$ 7,200.00	$ 6,817.31
WorkComp/Disability	$ 700.00	$ 700.00	$ 484.00
Accountant	$ 3,000.00	$ 2,500.00	$ 4,770.00
Payroll Processing	$ 2,000.00	$ 1,600.00	$ 1,567.00
Building/Maint	$ 1,000.00	$ 1,000.00	$ 7,146.95
Security	$ 1,000.00	$ -	$ -
Gardner Fire/Fire Insp	$ 150.00	$ 50.00	$ -
Total Cost:	**$ 15,600.00**	**$ 13,050.00**	**$ 20,785.26**
STLS/Training			
Cost Share	$ 5,966.00	$ 5,600.00	$ 5,500.00
Digital Library Services	$ 413.00	$ 405.00	$ 400.00
Conference/CE	$ 2,300.00	$ 2,500.00	$ -
Association Fees	$ 250.00	$ 250.00	$ -
Staff Milage	$ 600.00	$ 500.00	$ -
Total Cost:	**$ 9,529.00**	**$ 9,255.00**	**$ 5,900.00**
Collection			
Books	$ 5,000.00	$ 5,950.00	$ 4,200.00
DVD's/Video Games	$ 500.00	$ 250.00	$ 105.67
Wonderbooks	$ 1,500.00	$ 2,800.00	$ -
Library of Things	$ 1,000.00		$ -
Large Print	$ 1,000.00	$ 1,000.00	$ -
Total Cost:	**$ 9,000.00**	**$ 10,000.00**	**$ 4,305.67**
Programming			
Main Programming	$ 1,500.00	$ 1,500.00	$ 1,936.62
Summer Reading	$ 750.00	$ 750.00	$ -
Patron Satisfaction	$ 500.00	$ 500.00	$ -
Outreach	$ 500.00	$ -	$ -
Library Pet	$ 250.00	$ 500.00	$ -
Total Cost:	**$ 3,500.00**	**$ 3,250.00**	**$ 1,936.62**
Other			
Subscriptions	$ 200.00	$ 300.00	$ 115.00
Library Supplies	$ 1,000.00	$ 1,000.00	$ 1,825.00
Paypal Fees	$ 25.00	$ 10.00	$ -
Technology	$ 500.00	$ 350.00	$ 3,391.15
Total Cost	**$ 1,725.00**	**$ 1,660.00**	**$ 5,331.15**
Total Expenses:	$ 99,140.00	$ 96,048.48	$ 74,808.70
Total Income	$ 97,065.00	$ 92,019.00	$ 65,229.00
Over/Under	$ (2,075.00)	$ (4,029.48)	$ (9,579.70)