Belmont Literary and Historical Society Free Library Board of Trustees
DRAFT Meeting Minutes for November 19, 2026

Attendees: Molly Pike, Deb Burger, Caroline Mapes, Anna Hribar, Gene Smith, Ash Gardener, Miranda Hemphill, Linda Healy, Erica Moses (Director)

Other Present:

Absent: Nichole Gambino

Meeting Called to Order at 3:58 PM

Establish a Quorum

Accept Agenda - Vote

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

Public Comment

None

Announcements:

None

Secretary's Report

- Approval of October Minutes
  - Motion: Ash
  - Second: Miranda
  - Result: All in favor
- Correspondence
  - Erica to talk to Caroline about a thank you note.

Treasurer's Report

- Approval of October's report
  - Motion: Deb
  - Second: Linda
  - Result: All in favor

Account	Previous Balance	Deposits/Credits	Checks/Debits	Ending Balance
General	$62,755.81	$1,378.55	$6,425.24	$57,709.12
Renovation	$3,091.10	$0.00	$2,500	$591.10

**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.*

- Anna had a conversation with Verizon so that the switch to STLS phone services can happen.

- Barb is the admin on the FNBO account. Will get this switched over. Will keep the treasurer as the administration on the account.
    - Molly makes a motion that the treasurer will be the administration on the FNBO account
    - Caroline Seconds
    - All in favor.

Director's Report (15 min)

(See attached for full report)

- Security System
    - New line in budget for security ($1000)
- NYLA Highlights
    - Good for NY specific information
    - Little Green Button
        - $650/yr for 10 devices. 20% off for life discount possible through NYLA
        - Quick alert communication system
        - Erica to set up a meeting for more inforamtion
        - Motion: Ash made a motion to purchase the yearly subscription assuming Erica deems the alert devices a reasonable price
        - Second: Caroline
        - All in favor
- VoIP Phones
- Holiday Closings
    - Additional dates to close: November 27, 2027
    - Motion: Ash made a motion to accept the holiday closures
    - Second: Miranda
    - Result: All in favor
- Erica was invited to join the Playaway Collective
    - Library will receive $200 product credit and $500 professional development credit
    - One year commitment
- Erica was nominated for the Allegany County Directors Vice President for 2027 and accepted
- Job Description Updates
    - Motion: Anna made a motion to accept the new job descriptions for director and assistant
    - Second: Miranda
    - Result: All in favor
- Advertisement for Library Assistant
    - Motion: Deb made a motion to begin the process of posting a written advertisement for the library assistant position (15-20 hours per week, $17-$18 per hour)
    - Second: Miranda
    - Result: All in favor

Grant Updates:

- WNY Rural Library Grant
    - In kind hours will make the difference for the teen project
- Believe in Reading

- Archival Needs Assessment
    - Deb will join Molly and Erica on December 7th
- Association for Rural and Small Libraries
- Extended School Day at Genesee Valley CSD
    - Waiting on NYS for programs to start
- COSAC and Micro DEI Grants
    - Checks recieved
    - Possible partnership with FoodLink to continue the food pantry

Committee Reports

- Finance
    - Reviewed updates to revised 2027 budget
    - Discussed opening a savings or short-term CD to help offset shortage

- Building and Grounds
    - No updates

- Strategic Planning
    - Draft is complete, needs approval
        - Motion: Molly
        - Second: Linda
        - Result: All in favor

- Policy, Personnel and Nominating
    - Director's annual review still needs scheduling

Unfinished Business

- Strategic planning - Meetings
- Employee Reviews
- STLS ViOP Phone Service
- Budget Review/Vote
    - Motion: Deb motioned to accept the 2027 budget
    - Second: Linda
    - All in Favor
- Program for Thanksgiving/Christmas project with Eastwind (@$200 in budget, about $10 off person) follow up – should schedule by September 2028 meeting
- Financial review discussion
    - All three quotes have been received for a financial audit
        - Motion: Ash motioned to use Ed Bysiek for the audit for $6000
        - Second: Miranda
        - Result: All in favor

New Business

- New Committee – Events/Programming
    - Larger, Quarterly events. For example, the East Wind program could be organized by this committee.
    - Molly, Deb, Miranda, and Anna all volunteered for the committee
- Security System

- Christmas Gathering
    - December 11th at 5pm

Executive Session:

An Executive Session was entered at 3:59 to discuss personnel issues.
Re-entered meeting at 4:15pm

Next Meetings: January 21, 2027 at 4pm

Adjournment:

Molly Pike adjourned the meeting at 5:26PM

Respectfully Submitted,

Caroline Mapes
Secretary
BL&HS Free Library

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

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