

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

August 15, 2022

7:00 P.M.

- I. Call to Order
 - II. Attendance
 - III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley
Excused- Woolley
 - IV. Friends Report
 - V. Secretary's Report
 - VI. Treasurer's Report
 - VII. Librarian's Report
 - VIII. Old Business
 - A. Generator Quote
 - B. Window Washing
 - C.
 - D.
 - E.
 - VIV. New Business
 - A. Grape Festival theme baskets
 - B. Grape Festival work hours 9/16-9/18 Fri 4-7, Sat 10-1, 1-4 & 4-7, Sun 10-1 & 1-4?
 - C. ---need at least 2 people per shift
 - D. Forestville Fall Festival, Should be Sat 10/1 & Sun 10/2? -
 - E. - Bring a table, chairs, raffle item?, magnets, book bags & books- have informational brochures available .
 - F.
 - G.
 - H.
- Adjournment

Next Meeting: Monday, Sept. 19, 2022 at 7 pm (day after festival)



Director's Report

July and August - 2022

NEW INFORMATION

I worked with Carmen Wappman to set up a raffle together. She is going to make us a knitted blanket, donate it to us and then we can raffle it off. She had done this before with a quilt and we had some good results. She expects to start work in September and we'll do the raffle shortly thereafter.

We had our teen-led Beat Saber tournament. Turnout was good and everyone had fun and it led to those attending wanting to set up more events in the future. I'll be working with them to facilitate and get this tough to reach demographic range into the library, hopefully.

In related news we did have another teen wanting to start a similar game club, that will meet once a month and focus on one game in particular. The first meeting was today. He has plans on continuing this club for some time and it's great to see these kinds of events and community lead groups popping up again.

We met with Silver Creek and Hanover Garden Club about starting up a Seed Library here at our book library. The meeting went well and we have plans to begin collecting seeds in October. We will hopefully be able to have a centralized station for people to donate seeds and take seeds, allowing members of our community to grow their own food.

Our toilet suffered another problem. Again with the flushing mechanism. A call to Guarcello's and it was fixed by that evening. So far, so good.

We did get some news about trustee training from our system. Details are provided at the end of the report.

We had all of our computers upgraded, save for the laptops. Each desktop will get both software and hardware upgrades, helping them run faster, utilize the newest programs and get even more life out of the machines. The work will be done by Mike Jones from CCLS.

That work was completed the week of August 1st. Everything was updated and we got everyone up to speed with the updates. All the wrinkles that come with that kind of work have been ironed out.

Summer Reading concluded on the 28th of July, marking another successful year. We had a hugely attended petting zoo for our opening event, with over 100 people in attendance, the ever requested Nan Hoffman musical performance, weekly anytime activities, reading challenges, weekly prizes, grand prizes and special storytimes. We had 108 people sign up, so we are very close to our pre-pandemic closure numbers now. I'll work on our report now and get the details sent off to the system for the State requirements.

The walls of the office were painted today by Sue Seegert. At long last!

Bob is steadily growing his attendance at his 3d printing class. People are showing a real interest in the technology and Bob is doing a wonderful job of sharing that with everyone. We are working together now to offer a 3d modeling class for people to learn how to make their own 3d models and get them to successfully print.

Our PreK work with the school is still going strong. Jill is doing an excellent job running the classes and it's been really smooth sailing. She's going to add in a few special events if possible to improve even further.

We had talked about Greg's idea regarding games at the Grape Festival. We did come up with some game ideas, like knock over the books, single player corn-hole, word-dig, etc. However, we don't think we'll have enough people or time this year to get it done.

NYS has updated their requirements for all library trustees:

§ 260-d. Board of trustees continuing education. 1. Beginning January first, two thousand twenty-three, each member, elected or appointed, of a board of trustees of a public, free association or Indian library shall be required to complete a minimum of two hours of trustee education annually, from a provider approved by the commissioner on the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Such trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the commissioner.

Full text: [Education Law 260-d](#) added by Chapter 468 of the Laws of 2021

The new requirements go into effect as of January 1, 2023. You will start reporting on this in the 2023 annual report that you will complete in February 2024.

Education can be completed in-person or online. The State Library has approved the following trustee education providers:

- [New York State Library/Division of Library Development](#)
- [Public Library Systems](#)
- [WebJunction](#)
- [New York Library Association](#) (including the Library Trustees Section and other Sections/Roundtables)
- [Reference and Research Library Resources Councils](#)
- [Empire State Library Network \(formerly New York 3Rs Association\)](#)
- PULISDO (Public Library System Directors Organization)
- [ALA](#) including United for Libraries and other Divisions

If you would like to use another education provider, please contact me for approval.

The library will be required to track trustee education. Each trustee files evidence of completion of the education requirements with the library board president. Evidence of completion may include:

- Certificates of completion issued by the approved provider
- A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity (see sample form).

Please visit: <https://www.nysl.nysed.gov/libdev/trustees/education.htm> for FAQ as well as sample reporting forms.

Please share this information with all of your trustees. I am happy to answer any questions that may come up.

Thank you,

Jan

2:30 PM

07/13/22

Cash Basis

Anderson-Lee Library

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	5,727.98
Total Checking/Savings	<u>5,727.98</u>
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	182,233.28
Total Other Current Assets	<u>182,333.28</u>
Total Current Assets	188,061.26
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	<u>110,000.00</u>
TOTAL ASSETS	<u><u>298,061.26</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	40,327.31
Total Equity	<u>298,061.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>298,061.26</u></u>

Anderson-Lee Library
Balance Sheet Prev Year Comparison
As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	5,727.98	10,255.41	-4,527.43	-44.2%
Total Checking/Savings	5,727.98	10,255.41	-4,527.43	-44.2%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	182,233.28	218,635.08	-36,401.80	-16.7%
Total Other Current Assets	182,333.28	218,735.08	-36,401.80	-16.6%
Total Current Assets	188,061.26	228,990.49	-40,929.23	-17.9%
Other Assets				
1347 · Capital Fund	110,000.00	100,000.00	10,000.00	10.0%
Total Other Assets	110,000.00	100,000.00	10,000.00	10.0%
TOTAL ASSETS	298,061.26	328,990.49	-30,929.23	-9.4%
LIABILITIES & EQUITY				
Equity				
3000 · Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 · Retained Earnings	224,055.92	228,858.02	-4,802.10	-2.1%
Net Income	40,327.31	66,454.44	-26,127.13	-39.3%
Total Equity	298,061.26	328,990.49	-30,929.23	-9.4%
TOTAL LIABILITIES & EQUITY	298,061.26	328,990.49	-30,929.23	-9.4%

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07/13/22
Cash Basis

Anderson-Lee Library
Profit & Loss
June 2022

	Jun 22
Ordinary Income/Expense	
Income	
1121 · Interest	573.73
1122 · Fines	107.82
1123 · Copier	50.00
1124 · Fax	61.00
1126 · Misc Income	40.34
1130 · Donations General	136.00
1150 · Best Sellers	46.40
1348 · recycling income	10.00
Total Income	1,025.29
Expense	
1260 · Books	38.58
1310 · Payroll	6,250.62
1311 · Payroll Taxes	1,901.55
1312 · Compensation Ins	78.00
1317 · Entertainment	400.00
1318 · POSTAGE / SHIPPING	116.00
1320 · Insurance	256.34
1321 · Electric	182.22
1324 · Water & Sewer	186.00
1325 · Gas	179.28
1326 · Telephone	59.98
1403 · children's program	63.52
Total Expense	9,712.09
Net Ordinary Income	-8,686.80
Net Income	-8,686.80

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07/13/22

Cash Basis

Anderson-Lee Library
Profit & Loss Prev Year Comparison
 January through June 2022

	Jan - Jun 22	Jan - Jun 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
1000 · PAYROLL PROTECTION PROGRAM	0.00	18,647.50	-18,647.50	-100.0%
1009 · Books -Donation	0.00	20.00	-20.00	-100.0%
1112 · Friends	500.00	0.00	500.00	100.0%
1115 · NYS Library Service Aid	283.20	793.00	-509.80	-64.3%
1119 · summer reading program	0.00	50.00	-50.00	-100.0%
1120 · Fund Raisers	0.00	470.00	-470.00	-100.0%
1121 · Interest	2,612.05	1,576.76	1,035.29	65.7%
1122 · Fines	512.18	377.58	134.60	35.7%
1123 · Copier	548.00	520.86	27.14	5.2%
1124 · Fax	377.84	304.36	73.48	24.1%
1125 · Dues	35.00	35.00	0.00	0.0%
1126 · Misc Income	97.48	83.98	13.50	16.1%
1130 · Donations General	478.52	254.00	224.52	88.4%
1132 · Northern Chaut Comm Foundation	5,480.00	5,388.00	92.00	1.7%
1133 · Library System Book Plan	1,631.56	1,563.68	67.88	4.3%
1150 · Best Sellers	596.14	336.11	260.03	77.4%
1220 · Donations Unspecified	0.00	5.00	-5.00	-100.0%
1230 · Memorials Unspecified	791.12	0.00	791.12	100.0%
1240 · Library Proposition	98,750.00	98,750.00	0.00	0.0%
1348 · recycling income	22.00	16.00	6.00	37.5%
Total Income	112,715.09	129,191.83	-16,476.74	-12.8%
Expense				
1260 · Books	9,244.21	3,189.89	6,054.32	189.8%
1270 · Serials	821.40	797.37	24.03	3.0%
1280 · Cd/audio/Cassettes	670.39	429.00	241.39	56.3%
1290 · e book/overdrive	254.00	375.00	-121.00	-32.3%
1310 · Payroll	37,528.18	31,368.77	6,159.41	19.6%
1311 · Payroll Taxes	11,210.04	8,769.69	2,440.35	27.8%
1312 · Compensation Ins	623.00	693.00	-70.00	-10.1%
1315 · Cleaning	363.73	494.37	-130.64	-26.4%
1316 · Building Maint	2,660.01	7,022.16	-4,362.15	-62.1%
1317 · Entertainment	1,025.00	250.00	775.00	310.0%
1318 · POSTAGE / SHIPPING	116.00	82.76	33.24	40.2%
1320 · Insurance	1,591.34	1,872.81	-281.47	-15.0%
1321 · Electric	1,138.83	745.57	393.26	52.8%
1322 · Copier Expense	1,025.38	512.93	512.45	99.9%
1323 · Office Supplies	308.87	143.36	165.51	115.5%
1324 · Water & Sewer	374.38	387.83	-13.45	-3.5%
1325 · Gas	1,386.93	1,756.75	-369.82	-21.1%
1326 · Telephone	359.88	1,159.43	-799.55	-69.0%
1327 · Computer Exp	117.20	159.88	-42.68	-26.7%
1330 · Misc Expenses	201.55	511.11	-309.56	-60.6%
1336 · Library Supplies	226.73	49.07	177.66	362.1%
1340 · Staff	0.00	600.00	-600.00	-100.0%
1343 · SUMMER READING EXPENSES	241.73	769.04	-527.31	-68.6%
1401 · program expenses	64.96	0.00	64.96	100.0%
1402 · BOOK CLUB EXPENSES	55.07	0.00	55.07	100.0%
1403 · children's program	778.97	581.45	197.52	34.0%
1404 · board games	0.00	16.15	-16.15	-100.0%
Total Expense	72,387.78	62,737.39	9,650.39	15.4%
Net Ordinary Income	40,327.31	66,454.44	-26,127.13	-39.3%
Net Income	40,327.31	66,454.44	-26,127.13	-39.3%

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07/13/22

Cash Basis

Anderson-Lee Library Profit & Loss YTD Comparison June 2022

	Jun 22	Jan - Jun 22
Ordinary Income/Expense		
Income		
1112 · Friends	0.00	500.00
1115 · NYS Library Service Aid	0.00	283.20
1121 · Interest	573.73	2,612.05
1122 · Fines	107.82	512.18
1123 · Copier	50.00	548.00
1124 · Fax	61.00	377.84
1125 · Dues	0.00	35.00
1126 · Misc Income	40.34	97.48
1130 · Donations General	136.00	478.52
1132 · Northern Chaut Comm Foundation	0.00	5,480.00
1133 · Library System Book Plan	0.00	1,631.56
1150 · Best Sellers	46.40	596.14
1230 · Memorials Unspecified	0.00	791.12
1240 · Library Proposition	0.00	98,750.00
1348 · recycling income	10.00	22.00
Total Income	1,025.29	112,715.09
Expense		
1260 · Books	38.58	9,244.21
1270 · Serials	0.00	821.40
1280 · Cd/audio/Cassettes	0.00	670.39
1290 · e book/overdrive	0.00	254.00
1310 · Payroll	6,250.62	37,528.18
1311 · Payroll Taxes	1,901.55	11,210.04
1312 · Compensation Ins	78.00	623.00
1315 · Cleaning	0.00	363.73
1316 · Building Maint	0.00	2,660.01
1317 · Entertainment	400.00	1,025.00
1318 · POSTAGE / SHIPPING	116.00	116.00
1320 · Insurance	256.34	1,591.34
1321 · Electric	182.22	1,138.83
1322 · Copier Expense	0.00	1,025.38
1323 · Office Supplies	0.00	308.87
1324 · Water & Sewer	186.00	374.38
1325 · Gas	179.28	1,386.93
1326 · Telephone	59.98	359.88
1327 · Computer Exp	0.00	117.20
1330 · Misc Expenses	0.00	201.55
1336 · Library Supplies	0.00	226.73
1343 · SUMMER READING EXPENSES	0.00	241.73
1401 · program expenses	0.00	64.96
1402 · BOOK CLUB EXPENSES	0.00	55.07
1403 · children's program	63.52	778.97
Total Expense	9,712.09	72,387.78
Net Ordinary Income	-8,686.80	40,327.31
Net Income	-8,686.80	40,327.31

Anderson-Lee Library

Balance Sheet

As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	2,641.61
Total Checking/Savings	2,641.61
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	172,818.18
Total Other Current Assets	172,918.18
Total Current Assets	175,559.79
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	285,559.79
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	27,825.84
Total Equity	285,559.79
TOTAL LIABILITIES & EQUITY	285,559.79

Anderson-Lee Library
Balance Sheet Prev Year Comparison
 As of July 31, 2022

	Jul 31, 22	Jul 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	2,641.61	24,509.20	-21,867.59	-89.2%
Total Checking/Savings	2,641.61	24,509.20	-21,867.59	-89.2%
Other Current Assets	100.00	100.00	0.00	0.0%
105 · Petty Cash	172,818.18	193,863.42	-21,045.24	-10.9%
204 · Vanguard GNMA				
Total Other Current Assets	172,918.18	193,963.42	-21,045.24	-10.9%
Total Current Assets	175,559.79	218,472.62	-42,912.83	-19.6%
Other Assets				
1347 · Capital Fund	110,000.00	100,000.00	10,000.00	10.0%
Total Other Assets	110,000.00	100,000.00	10,000.00	10.0%
TOTAL ASSETS	285,559.79	318,472.62	-32,912.83	-10.3%
LIABILITIES & EQUITY				
Equity				
3000 · Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 · Retained Earnings	224,055.92	228,858.02	-4,802.10	-2.1%
Net Income	27,825.84	55,936.57	-28,110.73	-50.3%
Total Equity	285,559.79	318,472.62	-32,912.83	-10.3%
TOTAL LIABILITIES & EQUITY	285,559.79	318,472.62	-32,912.83	-10.3%

Anderson-Lee Library Profit & Loss YTD Comparison July 2022

	Jul 22	Jan - Jul 22
Ordinary Income/Expense		
Income		
1112 · Friends	0.00	500.00
1115 · NYS Library Service Aid	0.00	283.20
1121 · Interest		
1122 · Fines	584.90	3,196.95
1123 · Copier	63.00	575.18
1124 · Fax	130.00	678.00
1125 · Dues	10.00	387.84
1126 · Misc Income	0.00	35.00
1130 · Donations General	0.00	97.48
1132 · Northern Chaut Comm Foundation	33.00	511.52
1133 · Library System Book Plan	0.00	5,480.00
1150 · Best Sellers	0.00	1,631.56
1230 · Memorials Unspecified	122.90	719.04
1240 · Library Proposition	0.00	791.12
1300 · universal pre k	0.00	98,750.00
1348 · recycling income	500.00	500.00
	0.00	22.00
Total Income	1,443.80	114,158.89
Expense		
1260 · Books	805.05	10,049.26
1270 · Serials	390.00	1,211.40
1280 · Cd/audio/Cassettes	94.88	765.27
1290 · e book/overdrive	125.00	379.00
1310 · Payroll	6,639.63	44,167.81
1311 · Payroll Taxes	2,042.18	13,252.22
1312 · Compensation Ins	312.00	935.00
1315 · Cleaning	14.45	378.18
1316 · Building Maint	992.05	3,652.06
1317 · Entertainment	252.35	1,277.35
1318 · POSTAGE / SHIPPING	0.00	116.00
1320 · Insurance	0.00	1,591.34
1321 · Electric	305.27	1,444.10
1322 · Copier Expense	509.85	1,535.23
1323 · Office Supplies	0.00	308.87
1324 · Water & Sewer	0.00	374.38
1325 · Gas	265.08	1,652.01
1326 · Telephone	59.98	419.86
1327 · Computer Exp	102.57	219.77
1330 · Misc Expenses	310.50	512.05
1336 · Library Supplies	188.11	414.84
1343 · SUMMER READING EXPENSES	206.59	448.32
1401 · program expenses	0.00	64.96
1402 · BOOK CLUB EXPENSES	128.68	183.75
1403 · children's program	201.05	980.02
Total Expense	13,945.27	86,333.05
Net Ordinary Income	-12,501.47	27,825.84
Net Income	-12,501.47	27,825.84

Anderson-Lee Library
Board of Trustees Meeting
June 27, 2022

Call to Order: 7:05 PM

Attendance: M. Woolley, M. Morabito, G. Cole, Fr. Dan Fiebelkorn, G. Barber., R. Falcone, T. Annis

Excused: B. O'Connell, M. Bowers

Secretary's Report: R. Falcone reviewed the Secretary's Report for May. Motion made by R. Falcone to accept the report. Seconded by G. Barber.. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report. Motion made by D. Fiebelkorn to accept the report. Seconded by R. Falcone, Motion carried.

Director's Report:

The Children's Fair activities were very successful. We distributed kickballs and handed out summer programming information at the fair.

The UPK program is set up, just as it was before. We will meet on Wednesdays, 3 times per month, for a one hour program. We will receive \$500 per month. We started on June 1 and we'll take a break for the summer. We will resume again in November and run until June.

We have teamed up with the Summer Library system "Road Trip" event. People will get a passport and get stamped at different libraries.

Dave Yuen has been contacted to clean our windows. Mike Pagano is getting pricing for a generator. Greg Cole has contacted 3 Petes Masonry asking them to evaluate the condensation issue.

New state regulations are going to require trustee training from the Library System. More information will be provided in the future.

The trustees will begin setting up their Grape Festival Raffle baskets before August.

Motion made by R. Falcone to accept the report. Seconded by G. Cole. Motion carried.

Old Business:

- Generator quote will be ready soon
- Greg will contact 3 Petes Masonry to have condensation issue explored.

New Business:

- Children's Fair was a great success..
- We will begin to set up our Grape Festival Raffle baskets

A motion was made by G. Cole and seconded by R. Falcone to purchase a booth at the Grape Festival. The cost of the booth is \$110. Motion Carried.

Adjournment: 7:4 PM

Next Meeting: Monday, July 18, 2022 *(may be cancelled)*

Respectfully Submitted by Gregory Cole