

ANDERSON-LEE LIBRARY
Board of Trustees Meeting
June 27, 2022
7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Morabito, O'Connell, Fiebelkorn & Woolley
Excused- Bowers, O'Connell .
- IIIA Friends Report-
- IV. Secretary's Report-
- V. Treasurer's Report-
- VI. Librarian's Report-
- VII. Old Business
 - A. Generator quote
 - B. 3 Pete's Construction
 - C.
 - D.
 - E.
- VIII. New Business
 - A. Children's Fair results
 - B. Raffle Baskets- setup in Library
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: July 18, 2022 @ 7 pm?

Anderson-Lee Library
Balance Sheet
As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	4,974.67
Total Checking/Savings	4,974.67
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	191,255.84
Total Other Current Assets	191,355.84
Total Current Assets	196,330.51
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	306,330.51
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	48,596.56
Total Equity	306,330.51
TOTAL LIABILITIES & EQUITY	306,330.51

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

	May 31, 22	May 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 - M&T Bank Checking	4,974.67	20,069.10	-15,094.43	-75.2%
Total Checking/Savings	4,974.67	20,069.10	-15,094.43	-75.2%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	191,255.84	218,365.99	-27,110.15	-12.4%
Total Other Current Assets	191,355.84	218,465.99	-27,110.15	-12.4%
Total Current Assets	196,330.51	238,535.09	-42,204.58	-17.7%
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	306,330.51	338,535.09	-32,204.58	-9.5%
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	48,596.56	75,999.04	-27,402.48	-36.1%
Total Equity	306,330.51	338,535.09	-32,204.58	-9.5%
TOTAL LIABILITIES & EQUITY	306,330.51	338,535.09	-32,204.58	-9.5%

4:39 PM
06/08/22
Cash Basis

Anderson-Lee Library
Profit & Loss
May 2022

	May 22
Ordinary Income/Expense	
Income	
1121 · Interest	486.46
1122 · Fines	69.50
1123 · Copier	118.00
1124 · Fax	75.00
1126 · Misc Income	40.30
1130 · Donations General	11.00
1133 · Library System Book Plan	815.78
1150 · Best Sellers	33.54
Total Income	1,649.58
Expense	
1260 · Books	469.96
1280 · Cd/audio/Cassettes	189.83
1290 · e book/overdrive	66.50
1310 · Payroll	6,343.95
1311 · Payroll Taxes	1,939.55
1312 · Compensation Ins	137.00
1316 · Building Maint	892.20
1317 · Entertainment	400.00
1320 · Insurance	267.00
1321 · Electric	173.95
1322 · Copier Expense	299.02
1325 · Gas	233.75
1326 · Telephone	59.98
1336 · Library Supplies	63.82
1343 · SUMMER READING EXPENSES	144.88
1402 · BOOK CLUB EXPENSES	12.15
1403 · children's program	271.20
Total Expense	11,964.74
Net Ordinary Income	-10,315.16
Net Income	-10,315.16

Anderson-Lee Library
Profit & Loss YTD Comparison
 May 2022

	May 22	Jan - May 22
Ordinary Income/Expense		
Income		
1112 · Friends	0.00	500.00
1115 · NYS Library Service Aid	0.00	283.20
1121 · Interest	486.46	1,634.61
1122 · Fines	69.50	404.36
1123 · Copier	118.00	498.00
1124 · Fax	75.00	316.84
1125 · Dues	0.00	35.00
1126 · Misc Income	40.30	43.30
1130 · Donations General	11.00	342.52
1132 · Northern Chaut Comm Foundation	0.00	5,480.00
1133 · Library System Book Plan	815.78	1,631.56
1150 · Best Sellers	33.54	549.74
1230 · Memorials Unspecified	0.00	791.12
1240 · Library Proposition	0.00	98,750.00
1348 · recycling income	0.00	12.00
Total Income	1,649.58	111,272.25
Expense		
1260 · Books	469.96	9,205.63
1270 · Serials	0.00	821.40
1280 · Cd/audio/Cassettes	189.83	670.39
1290 · e book/overdrive	66.50	254.00
1310 · Payroll	6,343.95	31,277.56
1311 · Payroll Taxes	1,939.55	9,308.49
1312 · Compensation Ins	137.00	545.00
1315 · Cleaning	0.00	363.73
1316 · Building Maint	892.20	2,660.01
1317 · Entertainment	400.00	625.00
1320 · Insurance	267.00	1,335.00
1321 · Electric	173.95	956.61
1322 · Copier Expense	299.02	1,025.38
1323 · Office Supplies	0.00	308.87
1324 · Water & Sewer	0.00	188.38
1325 · Gas	233.75	1,207.65
1326 · Telephone	59.98	299.90
1327 · Computer Exp	0.00	117.20
1330 · Misc Expenses	0.00	201.55
1336 · Library Supplies	63.82	226.73
1343 · SUMMER READING EXPENSES	144.88	241.73
1401 · program expenses	0.00	64.96
1402 · BOOK CLUB EXPENSES	12.15	55.07
1403 · children's program	271.20	715.45
Total Expense	11,964.74	62,675.69
Net Ordinary Income	-10,315.16	48,596.56
Net Income	-10,315.16	48,596.56

4:40 PM

06/08/22

Cash Basis

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

	Jan - May 22	Jan - May 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	1,634.61	1,307.67	326.94	25.0%
1122 · Fines	404.36	307.08	97.28	31.7%
1123 · Copier	498.00	358.88	139.12	38.8%
1124 · Fax	316.84	261.36	55.48	21.2%
1125 · Dues	35.00	35.00	0.00	0.0%
1126 · Misc Income	43.30	55.98	-12.68	-22.7%
1130 · Donations General	342.52	170.00	172.52	101.5%
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	549.74	273.21	276.53	101.2%
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	12.00	11.00	1.00	9.1%
Total Income	111,272.25	128,467.36	-17,195.11	-13.4%
Expense				
1260 · Books	9,205.63	2,160.61	7,045.02	326.1%
1270 · Serials	821.40	822.88	-1.48	-0.2%
1280 · Cd/audio/Cassettes	670.39	429.00	241.39	56.3%
1290 · e book/overdrive	254.00	312.50	-58.50	-18.7%
1310 · Payroll	31,277.56	25,170.03	6,107.53	24.3%
1311 · Payroll Taxes	9,308.49	6,978.35	2,330.14	33.4%
1312 · Compensation Ins	545.00	610.00	-65.00	-10.7%
1315 · Cleaning	363.73	494.37	-130.64	-26.4%
1316 · Building Maint	2,660.01	6,838.16	-4,178.15	-61.1%
1317 · Entertainment	625.00	0.00	625.00	100.0%
1318 · POSTAGE / SHIPPING	0.00	82.76	-82.76	-100.0%
1320 · Insurance	1,335.00	1,629.00	-294.00	-18.1%
1321 · Electric	956.61	632.83	323.78	51.2%
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	188.38	387.83	-199.45	-51.4%
1325 · Gas	1,207.65	1,728.02	-520.37	-30.1%
1326 · Telephone	299.90	1,077.85	-777.95	-72.2%
1327 · Computer Exp	117.20	69.00	48.20	69.9%
1330 · Misc Expenses	201.55	504.65	-303.10	-60.1%
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	680.04	-438.31	-64.5%
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	715.45	538.93	176.52	32.8%
1404 · board games	0.00	16.15	-16.15	-100.0%
Total Expense	62,675.69	52,468.32	10,207.37	19.5%
Net Ordinary Income	48,596.56	75,999.04	-27,402.48	-36.1%
Net Income	48,596.56	75,999.04	-27,402.48	-36.1%

Anderson-Lee Library
Board of Trustees Meeting
April 18, 2022

Call to Order: 7:05 PM

Attendance: M. Woolley, M. Morabito, G. Cole, G. Barber, B. O'Connell, M. Bowers, R. Falcone, T. Annis

Excused: Fr. Dan Fiebelkorn,

Secretary's Report: G. Cole reviewed the Secretary's Report for April. Motion made by R. Falcone to accept the report. Seconded by M. Bowers.. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report. Motion made by M. Bowers to accept the report. Seconded by B. O'Connell, Motion carried.

Director's Report:

We were made aware that we have a student intern from Silver Creek High School who is coming in once a week, 2 hours per week, for eight weeks. We also learned that another student, Kyla Ziegler, is helping us out for about four hours per month M. Woolley

Sue Seegert will be coming in to paint the wall in the Library Director's office.

There was a great turnout for the Baby Animals event. We had to limit the number of people who could attend in order to stay within fire code regulations!

We have begun booking programs for the Summer Reading event. This year we will offer a petting zoo as part of the activities.

Tyler has not been able to get in touch with the company that is supposed to digitize our yearbooks.. We also learned that our new magazine service is working well and that the Friends will hold a bake sale on June 3.

Motion made by G. Barber to accept the report. Seconded by B. O'Connell. Motion carried.

Old Business:

- We are awaiting a quote on the purchase of a generator.
- Children's Day will take place from 10 am – 2 pm on June 4th.
- The Summer Schedule is being finalized.
- Greg and Maureen will meet with representatives from Sherman Library to discuss the process of developing a proposition for taxpayer vote.
-

New Business:

- We will contact Dave Yuen for window cleaning.
- We will contact Verhague's for carpet cleaning.

Adjournment: 7:42 PM

Next Meeting: Monday, May 23 at 7:00 PM

Respectfully Submitted by Gregory Cole



Director's Report

June - 2022

NEW INFORMATION

Kickballs arrived and were distributed at the Children's Fair. Children's Fair occurred without trouble, I was able to set up the night before and Amy was able to take everything back down. Another successful year.

I managed to set up our old UPK program, just as it was before. We'll be meeting on Wednesdays, 3 times a month, for an hour program and will receive \$500 a month. We were able to sign on for a total of 9 months at this time, for a total of \$4,500 to help cover expenses. We started on the 1st of June, we'll take a break for summer and resume again in November till June.

We are collaborating with the system on a Summer Library "Road Trip". This is a program that anyone can sign up for. The goal is to visit every library in the system and get your "passport" stamped. If you visit them all you get a prize. Everyone is up to date on what to do if people come in to get their passport stamped, signed up or give out prizes.

Our door was repaired without trouble. We had a full upgrade to the door switches which are much more durable than the old ones. They also run off of a new signal wavelength that won't be interfered with by 5g if that network is installed locally.

The bake sale occurred on 6/3. They were completely sold out by 12pm.

All of our art kits came in for our take home art program. We started with 25 kits. Patrons can take the kit home, paint whatever they wish on a mini canvas and then return their artwork to us for a showcase of our local talent. After the show, they can pick up their work and take it back home with them. We are already getting amazing artwork back in.

I called Dave Yuen again to clean our windows. He agreed to come in as soon as he could. However, he has yet to make it down. I'll try him one more time before calling someone else.

Marrienne mentioned via email - "FYI - my brother Mike has been to the library to assess the full load generator project. He gathered all the information he needed a little over a week ago and forwarded it on to Key Power Systems to get a quote on the generator itself. Once he receives that, he will provide us with an installed price quote."

Summer Reading is off to a great start. Our kick off event was on June 23rd and we had a petting zoo! We had over 150 people stop by our event. It helped that there was a softball game going on as well, so we'll have to think about synchronizing like that again in the future. Here is a list of some of the things we have going on this year.

- Reading prizes for every age group.
- Focus on daily reading habits, with at least 15 minutes a day.
- Bingo for adults.
- Special performers
- Free books and book prizes
- Passive programs
- Coloring contest with a prize

New State Regulations are going to require trustee training. From the System -

"Trustee education

- State is working on guidance
- New law requiring 2 hours of trustee education per year starts January 2023
- Remind trustees that this is going into effect
- Expecting more information from the state by early July" ○