

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

March 21, 2022

7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, ~~Fiebelkorn~~, Morabito, O'Connell, & ~~Woolley~~
Excused- Falcone
- IIIA Friends Report-
- IV. Secretary's Report-
- V. Treasurer's Report-
- VI. Librarian's Report- Digitizing service
- VII. Old Business
 - A. Generator Quote
 - B. Proposition Funds
 - C.
 - D.
 - E.
- VIII. New Business
 - A. Children's Day & Summer Schedule
 - B. Clean up day-
 - ~~C. Balloons & helium?~~
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, April 18, 2022 at 7 pm

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

March 21, 2022

7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell, & Woolley
Excused- Falcone
- IIIA Friends Report-
- IV. Secretary's Report-
- V. Treasurer's Report-
- VI. Librarian's Report- Digitizing service
- VII. Old Business
 - A. Generator Quote
 - B. Proposition Funds
 - C.
 - D.
 - E.
- VIII. New Business
 - A. Children's Day & Summer Schedule
 - B. Clean up day
 - C. Balloons & helium?
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, April 18, 2022 at 7 pm

Anderson-Lee Library
Board of Trustees Meeting
February 28, 2022

Call to Order: 7:05 PM

Attendance: M. Morabito, M. Woolley, G. Cole, G. Barber , Fr. Dan Fiebelkorn,
B. O'Connell, M. Bowers

Excused: R. Falcone, T. Annis

Secretary's Report: G. Cole reviewed the Secretary's Report for January 22, 2022. Motion made by D. Fiebelkorn to accept the report. Seconded by B. O'Connell. 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.

Librarian's Report:

Tyler was not present. We read the Library Director Report that was provided.

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

Old Business:

- We are awaiting a quote for the cost of a generator for the library
- We looked at the roof repair report from Farrel Roofing.

New Business:

- The Annual Report has been filed with the Library System.
- The bill for the proposition funds has been sent to the School District.

Adjournment: 7:37 PM

Next Meeting: Monday, March 21 at 7:00 PM

Respectfully Submitted by Gregory Cole

Anderson-Lee Library
Balance Sheet
As of February 28, 2022

	Feb 28, 22	
ASSETS		
Current Assets		
Checking/Savings		
102 · M&T Bank Checking	2,708.94	
Total Checking/Savings	<u>2,708.94</u>	
Other Current Assets		
105 · Petty Cash	100.00	
204 · Vanguard GNMA	135,502.14	
Total Other Current Assets	<u>135,602.14</u>	
Total Current Assets	<u>138,311.08</u>	
Other Assets		
1347 · Capital Fund	100,000.00	
Total Other Assets:	<u>100,000.00</u>	
TOTAL ASSETS	<u><u>238,311.08</u></u>	
LIABILITIES & EQUITY		
Equity		
3000 · Opening Bal Equity	33,678.03	
3900 · Retained Earnings	224,055.92	
Net Income	-19,422.87	
Total Equity	<u>238,311.08</u>	
TOTAL LIABILITIES & EQUITY	<u><u>238,311.08</u></u>	

Anderson-Lee Library
Balance Sheet Prev Year Comparison
 As of February 28, 2022

	Feb 28, 22	Feb 28, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	2,708.94	26,696.31	-23,987.37	-89.9%
102 - M&T Bank Checking				
Total Checking/Savings	2,708.94	26,696.31	-23,987.37	-89.9%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	135,502.14	153,005.63	-17,503.49	-11.4%
Total Other Current Assets	135,602.14	153,105.63	-17,503.49	-11.4%
Total Current Assets	138,311.08	179,801.94	-41,490.86	-23.1%
Other Assets				
1347 - Capital Fund	100,000.00	90,000.00	10,000.00	11.1%
Total Other Assets	100,000.00	90,000.00	10,000.00	11.1%
TOTAL ASSETS	238,311.08	269,801.94	-31,490.86	-11.7%
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	-19,422.87	7,265.89	-26,688.76	-367.3%
Total Equity	238,311.08	269,801.94	-31,490.86	-11.7%
TOTAL LIABILITIES & EQUITY	238,311.08	269,801.94	-31,490.86	-11.7%

1:56 PM
03/21/22
Cash Basis

Anderson-Lee Library
Profit & Loss
February 2022

	Feb 22
Ordinary Income/Expense	
Income	
1121 · Interest	254.69
1122 · Fines	51.95
1123 · Copier	80.00
1124 · Fax	40.00
1125 · Dues	25.00
1130 · Donations General	126.04
1132 · Northern Chaut Comm Foundation	5,480.00
1150 · Best Sellers	105.38
1230 · Memorials Unspecified	50.00
Total Income	6,213.06
Expense	
1260 · Books	4,795.90
1290 · e book/overdrive	62.50
1310 · Payroll	6,163.98
1311 · Payroll Taxes	1,819.37
1312 · Compensation Ins	78.00
1315 · Cleaning	64.00
1316 · Building Maint	1,515.20
1317 · Entertainment	100.00
1320 · Insurance	267.00
1321 · Electric	174.40
1322 · Copier Expense	659.98
1325 · Gas	275.49
1326 · Telephone	59.98
1327 · Computer Exp	48.20
1330 · Misc Expenses	0.55
1402 · BOOK CLUB EXPENSES	42.92
1403 · children's program	150.00
Total Expense	16,277.47
Net Ordinary Income	-10,064.41
Net Income	-10,064.41

1:56 PM

03/21/22

Cash Basis

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

	Jan - Feb 22	Jan - Feb 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
1000 · PAYROLL PROTECTION PROGRAM	0.00	18,647.50	-18,647.50	-100.0%
1120 · Fund Raisers	0.00	470.00	-470.00	-100.0%
1121 · Interest	478.75	552.80	-74.05	-13.4%
1122 · Fines	116.95	170.58	-53.63	-31.4%
1123 · Copier	149.00	115.00	34.00	29.6%
1124 · Fax	100.00	115.13	-15.13	-13.1%
1125 · Dues	25.00	25.00	0.00	0.0%
1126 · Misc Income	0.00	14.16	-14.16	-100.0%
1130 · Donations General	250.52	135.00	115.52	85.6%
1132 · Northern Chaut Comm Foundation	5,480.00	5,388.00	92.00	1.7%
1150 · Best Sellers	252.38	92.59	159.79	172.6%
1220 · Donations Unspecified	0.00	5.00	-5.00	-100.0%
1230 · Memorials Unspecified	736.12	0.00	736.12	100.0%
Total Income	7,588.72	25,730.76	-18,142.04	-70.5%
Expense				
1260 · Books	-6,151.82	619.98	5,531.84	892.3%
1270 · Serials	694.42	0.00	694.42	100.0%
1280 · Cd/audio/Cassettes	-0.00	189.32	-189.32	-100.0%
1290 · e book/overdrive	62.50	125.00	-62.50	-50.0%
1310 · Payroll	12,033.09	11,263.59	769.50	6.8%
1311 · Payroll Taxes	3,502.27	3,034.01	468.26	15.4%
1312 · Compensation Ins	252.00	271.00	-19.00	-7.0%
1315 · Cleaning	64.00	56.49	7.51	13.3%
1316 · Building Maint	1,563.20	79.88	1,483.32	1,856.9%
1317 · Entertainment	100.00	0.00	100.00	100.0%
1320 · Insurance	534.00	506.00	28.00	5.5%
1321 · Electric	332.58	254.43	78.15	30.7%
1322 · Copier Expense	659.98	140.36	519.62	370.2%
1323 · Office Supplies	308.87	41.96	266.91	636.1%
1325 · Gas	275.49	349.16	-73.67	-21.1%
1326 · Telephone	119.96	816.71	-696.75	-85.3%
1327 · Computer Exp	48.20	0.00	48.20	100.0%
1330 · Misc Expenses	0.55	100.00	-99.45	-99.5%
1336 · Library Supplies	44.93	31.27	13.66	43.7%
1340 · Staff	0.00	500.00	-500.00	-100.0% ^{**}
1402 · BOOK CLUB EXPENSES	42.92	0.00	42.92	100.0%
1403 · children's program	220.81	85.71	135.10	157.6%
Total Expense	27,011.59	18,464.87	8,546.72	46.3%
Net Ordinary Income	-19,422.87	7,265.89	-26,688.76	-367.3%
Net Income	-19,422.87	7,265.89	-26,688.76	-367.3%



Director's Report

March - 2022

NEW INFORMATION

Our yearbooks are ready to go, we're just waiting on OCI Records to get back to us. Once they do, I can sign the agreement and get them sent out. It should take about 4 weeks to complete and we'll have them back after that. All of our yearbooks will be done, for free.

We have reinstalled the laptop up at our front desk. This was removed due to original Covid policies. But now that things are different and there was a demand again, we put it back up front as our card catalog. Patrons can now easily come in and search for something on their own and since it's at the front desk, we can step in and help if needed/wanted.

We are getting a new computer from the system. This will come with a 27" monitor, ergonomic mouse and high contrast keyboard. It's free, being provided by an ARPA grant. This system allows for greater accessibility for those with physical difficulties.

I've signed up for a library design class. This course will highlight methods and best practices when it comes to designing a library space on your own. So hopefully we can cut some costs and learn more about how to transform the library's space.

I have been reaching out to contact the school, however, I'm still yet to hear back. I've been trying to reach Michelle Helmer, as she was our point of contact for the original pre-k program. If I can't contact Michelle, I plan on reaching out to the elementary

school directly and see what can be set up.

I am working with a student from school to start a teen run gaming club back up. He is volunteering his own equipment and time to come in, possibly twice a month in the evenings and use the meeting room to hold various gaming tournaments and events. The best way I have seen to get teens into the library is to have teens running things like this, so here's hoping it's a success.

We've been scheduling many upcoming events, since we've been having good luck with people stopping in. We will have a baby animal program in the spring and for our summer reading opening we'll have a petting zoo. We are also planning an end of summer event that will be similar to the cookout we had a few years ago.

Jill Meyer is back! Vigo has completed his radiation treatments and has since returned to school (part time). With that being the case, Jill is able to come back and jump back into story time. She's got one under her belt and even made a video for our Facebook page. ♪

We have just about all of our new J Nonfiction books in so I can start to close out that grant with the purchase invoices. This section is greatly expanded now and the new materials really helped bring it up to date.

Both the Assembly and the Senate have increased library funding in their budgets. Aid for libraries is up 10mil for Assembly and 34mil for Senate. At the time of this news, nothing was finalized, but since both were looking to increase in this area, we can expect something more than previous years.

We have been enrolled with Northstar Online Databases. This is an online database of digital literacy programs that can unlock certification for those completing them. They cover all the basics and patrons can be signed up for free and study whatever topic they wish and eventually receive a certification in that topic, which could be for personal use or to show potential employers. Details below:

- Essential Computer Skills - Basic Computer Skills, Internet Basics, Using Email, Windows OS, Mac OS
- Essential Software Skills – Microsoft Word, Excel, PowerPoint, Google Docs
- Using Technology in Daily Life - Social Media, Information Literacy, Career Search Skills, Supporting K-12 Distance Learning, Your Digital Footprint.

Anderson-Lee Library
Board of Trustees Meeting
February 28, 2022

Call to Order: 7:05 PM

Attendance: M. Morabito, M. Woolley, G. Cole, G. Barber , Fr. Dan Fiebelkorn,
B. O'Connell, M. Bowers

Excused: R. Falcone, T. Annis

Secretary's Report: G. Cole reviewed the Secretary's Report for January 22, 2022. Motion made by D. Fiebelkorn to accept the report. Seconded by B. O'Connell. 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.

Librarian's Report:

Tyler was not present. We read the Library Director Report that was provided.

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

Old Business:

- We are awaiting a quote for the cost of a generator for the library
- We looked at the roof repair report from Farrel Roofing.

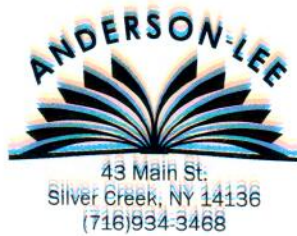
New Business:

- The Annual Report has been filed with the Library System.
- The bill for the proposition funds has been sent to the School District.

Adjournment: 7:37 PM

Next Meeting: Monday, March 21 at 7:00 PM

Respectfully Submitted by Gregory Cole



Director's Report

March - 2022

NEW INFORMATION

Our yearbooks are ready to go, we're just waiting on OCI Records to get back to us. Once they do, I can sign the agreement and get them sent out. It should take about 4 weeks to complete and we'll have them back after that. All of our yearbooks will be done, for free.

We have reinstalled the laptop up at our front desk. This was removed due to original Covid policies. But now that things are different and there was a demand again, we put it back up front as our card catalog. Patrons can now easily come in and search for something on their own and since it's at the front desk, we can step in and help if needed/wanted.

We are getting a new computer from the system. This will come with a 27" monitor, ergonomic mouse and high contrast keyboard. It's free, being provided by an ARPA grant. This system allows for greater accessibility for those with physical difficulties.

I've signed up for a library design class. This course will highlight methods and best practices when it comes to designing a library space on your own. So hopefully we can cut some costs and learn more about how to transform the library's space.

I have been reaching out to contact the school, however, I'm still yet to hear back. I've been trying to reach Michelle Helmer, as she was our point of contact for the original pre-k program. If I can't contact Michelle, I plan on reaching out to the elementary

school directly and see what can be set up.

I am working with a student from school to start a teen run gaming club back up. He is volunteering his own equipment and time to come in, possibly twice a month in the evenings and use the meeting room to hold various gaming tournaments and events. The best way I have seen to get teens into the library is to have teens running things like this, so here's hoping it's a success.

We've been scheduling many upcoming events, since we've been having good luck with people stopping in. We will have a baby animal program in the spring and for our summer reading opening we'll have a petting zoo. We are also planning an end of summer event that will be similar to the cookout we had a few years ago.

Jill Meyer is back! Vigo has completed his radiation treatments and has since returned to school (part time). With that being the case, Jill is able to come back and jump back into story time. She's got one under her belt and even made a video for our Facebook page.

We have just about all of our new J Nonfiction books in so I can start to close out that grant with the purchase invoices. This section is greatly expanded now and the new materials really helped bring it up to date.

Both the Assembly and the Senate have increased library funding in their budgets. Aid for libraries is up 10mil for Assembly and 34mil for Senate. At the time of this news, nothing was finalized, but since both were looking to increase in this area, we can expect something more than previous years.

We have been enrolled with Northstar Online Databases. This is an online database of digital literacy programs that can unlock certification for those completing them. They cover all the basics and patrons can be signed up for free and study whatever topic they wish and eventually receive a certification in that topic, which could be for personal use or to show potential employers. Details below:

- Essential Computer Skills - Basic Computer Skills, Internet Basics, Using Email, Windows OS, Mac OS
- Essential Software Skills – Microsoft Word, Excel, PowerPoint, Google Docs
- Using Technology in Daily Life - Social Media, Information Literacy, Career Search Skills, Supporting K-12 Distance Learning, Your Digital Footprint.