

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

September 26, 2022

7:00 P.M.

I. Call to Order

II. Attendance

Annis, Barber, ~~Bowers~~, Cole, ~~Falcone~~, ~~Fiebelkorn~~, Morabito, O'Connell, & Woolley  
Excused- Bowers & Fiebelkorn

III. Secretary's Report

IV. Friend's Report

V. Treasurer's Report-

VI. Librarian's Report-

VII. Old Business

- A.
- B.
- C.
- D.
- E.

VIII. New Business

A. Grape Festival & pop can recycling results

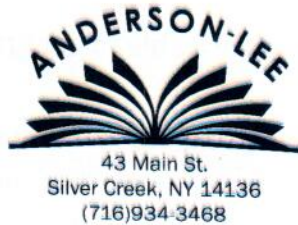
B. Forestville Fall Festival Sat. Oct. 1 shifts (10-1, 1-4), Sunday Oct. 2 shifts 10-11:30, 11:30-1:30 & 1:30-3 10'x10' space. Bring a table, chairs, raffle item?, magnets, book bags & books- have informational brochures available? Can set up Saturday 9am

C. Labor Rate & Regulation changes for 2023

- D.
- E.
- F.
- G.
- H.

VIV. Adjournment

Next Meeting: Monday, Oct, 17, 2022 @ 7 pm



# Director's Report

*September 2022*

## NEW INFORMATION

I ordered some liquid floor tiles for the children's area. These are basically just for fun over there. They are tiles that kids can step on and move the colored liquid inside of, arrange to play games with or otherwise enjoy.

I also worked with the Friends of the Library to purchase a fully loaded STEM cart (\$1,382) for the kids. This is a cart that has various STEM related kits and activities on it, that can help kids develop in those areas (and have fun). Eventually we have plans on loaning out the STEM kits from the cart so people can take them home. It's already seeing some use.

Book ordering has slowed down as Baker and Taylor, the company where we do most of our ordering from, has suffered a ransomware attack. This attack has left the company no choice but to shut down their entire site, so no orders can be made. This has been down for about a month now, but seems to be up and running as of now. This has left a gap in our collection development. I'll be able to catch up now and then get things back on track now that we can order again.

We held our Last Bite of Summer event, which was well attended and fun for all who came. We had over 30 people come out to join us for some food and books. Always

seems to be well received.

The Grape Raffle has concluded. We were able to generate \$1,337 dollars this year.

I've called Dave Yuen again about cleaning our windows. He never showed. I then tried to contact Window Wizards and had some luck. They were scheduled to come in on Sept 8th to clean the windows, inside and out, which - they actually did! Windows are looking good and we have a new service we can depend on.

Some sad news - one of the member librarians was attacked with a knife. She required a few stitches and the guy who did it was caught almost immediately afterwards. Although it's a rare event, it's something to plan for. Good time to review safety policies and what we might do during something like that.

Meeting again with the Garden Club to help form our seed library. Seems like we'll be off to a good start. Donations will be accepted October 1st. Distribution will begin December 1st. Hopefully by then we will have a nice collection built up and we'll see how many go out and come back in.

Valvo's Candy is no longer able to provide candy bars to our Friends Group fundraiser. We're searching for alternatives. Bob was able to find a place in Buffalo that does wholesale and picked us up a few boxes for now. The Friends are also searching for a replacement service.

Sexual harassment training is coming up again. I don't think anything has changed since previous years, so we can proceed in the same fashion. In past years, we've had a deadline of October 8th. If anyone has already done this for another function, you don't need to do it here as well. You can access all the required documents here <https://bit.ly/3E18iCB> . I'll also email it to you later or get you a print copy.

I have taken away the touchscreen on the touch tv. Interest seems to have waned. Instead, we're repurposing the tv to be a kind of digital billboard for now. We're able to play a slideshow of our upcoming events and any other pertinent information. We can also play some nice relaxing music from it.

We are discussing getting a new cleaner. Talking to someone now to see if she can do the job.

Anderson-Lee Library  
Board of Trustees Meeting  
August 15, 2022

**Call to Order:** 7:03 PM

**Attendance:** M. Morabito, G. Cole, Fr. Dan Fiebelkorn, , T. Annis, B. O'Connell, M. Bowers

**Excused:** M. Woolley, G. Barber, R. Falcone

**Secretary's Report:** G. Cole reviewed the Secretary's Report for June. Motion made by D. Fiebelkorn to accept the report. Seconded by B. C'Connell Motion carried.

**Treasurer's Report:** M. Morabito delivered the Treasurer's Report. Motion made by G. Cole to accept the report. Seconded by M. Bowers. Motion carried.

**Director's Report:** Tyler made us aware of a knitted blanket that Carmen Wappman is making for us to use as a raffle prize. We also continue to see more innovative teen programming and growing attendance at teen activity events. ✓

We hope to work with the Garden Club to create a seed library for the community. The library system is rolling out a trustee training requirement. Beginning on Jan 1, 2023, we will each be required to complete 2 hours of training per year. ✓

We learned that all of computers had been selected for upgrades. Mike Jones from CCLS performed upgrades of software and hardware for all of our desktop computers. Sue Seegert finished painting the walls in the Library Director office. Bob is having great results with his 3-D printing classes. Participation keeps increasing each time he offers the class. ✓

The UPK program is still going strong and Jill is doing an excellent job running the classes. Jill hopes to add a few special events too! The Summer Reading program concluded on July 28. The attendance was excellent with 108 people who signed up for summer reading activities and events. ✓

Tyler is looking in to getting a portable STEM cart. Fr. Dan suggested that we consider adding a teenager to the Library Board. ✓

Motion made by M. Morabito to accept the report. Seconded by D. Fiebelkorn. Motion carried.

**Old Business:**

- Generator quote is in progress.
- We are still trying to find someone to do the window washing.
- We are still trying to get 3-Petes to inspect the masonry issue.

**New Business:**

- Grape Festival Theme Baskets are needed for our Grape Festival Raffle.
- G. Cole will create a Grape Festival Work Schedule and distribute that schedule.
- Forestville Fall Festival is Oct. 1 and Oct 2. Greg will put out that schedule.

**Adjournment:** 7:59 PM

Next Meeting: Monday, September 26, 2022

Respectfully Submitted by Gregory Cole

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

	Aug 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	7,859.18
Total Checking/Savings	7,859.18
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	163,395.14
Total Other Current Assets	163,495.14
Total Current Assets	171,354.32
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
<b>TOTAL ASSETS</b>	<b>281,354.32</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	23,620.37
Total Equity	281,354.32
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>281,354.32</b>

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

	Aug 31, 22	Aug 31, 21	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	7,859.18	14,138.30	-6,279.12	-44.4%
Total Checking/Savings	7,859.18	14,138.30	-6,279.12	-44.4%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	163,395.14	194,078.90	-30,683.76	-15.8%
Total Other Current Assets	163,495.14	194,178.90	-30,683.76	-15.8%
Total Current Assets	171,354.32	208,317.20	-36,962.88	-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%
<b>TOTAL ASSETS</b>	<b>281,354.32</b>	<b>308,317.20</b>	<b>-26,962.88</b>	<b>-8.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
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	23,620.37	45,781.15	-22,160.78	-48.4%
Total Equity	281,354.32	308,317.20	-26,962.88	-8.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>281,354.32</b>	<b>308,317.20</b>	<b>-26,962.88</b>	<b>-8.8%</b>

## Anderson-Lee Library

## Profit &amp; Loss

August 2022

	Aug 22
Ordinary Income/Expense	
Income	
1112 · Friends	1,328.00
1115 · NYS Library Service Aid	3,394.28
1117 · Chaut Catt Grant	250.00
1121 · Interest	576.96
1122 · Fines	137.00
1123 · Copier	243.59
1124 · Fax	83.87
1126 · Misc Income	24.73
1130 · Donations General	25.39
1150 · Best Sellers	98.40
1348 · recycling income	6.00
Total Income	6,168.22
Expense	
1260 · Books	119.87
1290 · e book/overdrive	62.50
1310 · Payroll	5,840.38
1311 · Payroll Taxes	1,952.98
1312 · Compensation Ins	172.00
1316 · Building Maint	595.70
1321 · Electric	431.97
1322 · Copier Expense	540.92
1325 · Gas	29.29
1326 · Telephone	59.95
1327 · Computer Exp	369.89
1330 · Misc Expenses	20.00
1343 · SUMMER READING EXPENSES	128.38
1403 · children's program	14.87
Total Expense	10,338.70
Net Ordinary Income	-4,170.48
Net Income	-4,170.48



Anderson-Lee Library  
**Profit & Loss YTD Comparison**  
 August 2022

	Aug 22	Jan - Aug 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1112 · Friends	1,328.00	1,828.00
1115 · NYS Library Service Aid	3,394.28	3,677.48
1117 · Chaut Catt Grant	250.00	250.00
1121 · Interest	576.96	3,773.91
1122 · Fines	137.00	712.18
1123 · Copier	243.59	921.59
1124 · Fax	83.87	471.71
1125 · Dues	0.00	35.00
1126 · Misc Income	24.73	122.21
1130 · Donations General	25.39	536.91
1132 · Northern Chaut Comm Foundation	0.00	5,480.00
1133 · Library System Book Plan	0.00	1,631.56
1150 · Best Sellers	98.40	817.44
1230 · Memorials Unspecified	0.00	791.12
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	500.00
1348 · recycling income	6.00	28.00
<b>Total Income</b>	<b>6,168.22</b>	<b>120,327.11</b>
<b>Expense</b>		
1260 · Books	119.87	10,169.13
1270 · Serials	0.00	1,211.40
1280 · Cd/audio/Cassettes	0.00	800.26
1290 · e book/overdrive	62.50	441.50
1310 · Payroll	5,840.38	50,008.19
1311 · Payroll Taxes	1,952.98	15,205.20
1312 · Compensation Ins	172.00	1,107.00
1315 · Cleaning	0.00	378.18
1316 · Building Maint	595.70	4,247.76
1317 · Entertainment	0.00	1,277.35
1318 · POSTAGE / SHIPPING	0.00	116.00
1320 · Insurance	0.00	1,591.34
1321 · Electric	431.97	1,876.07
1322 · Copier Expense	540.92	2,076.15
1323 · Office Supplies	0.00	308.87
1324 · Water & Sewer	0.00	374.38
1325 · Gas	29.29	1,681.30
1326 · Telephone	59.95	479.81
1327 · Computer Exp	369.89	589.66
1330 · Misc Expenses	20.00	532.05
1336 · Library Supplies	0.00	414.84
1343 · SUMMER READING EXPENSES	128.38	576.70
1401 · program expenses	0.00	64.96
1402 · BOOK CLUB EXPENSES	0.00	183.75
1403 · children's program	14.87	994.89
<b>Total Expense</b>	<b>10,338.70</b>	<b>96,706.74</b>
<b>Net Ordinary Income</b>	<b>-4,170.48</b>	<b>23,620.37</b>
<b>Net Income</b>	<b>-4,170.48</b>	<b>23,620.37</b>

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

	Jan - Aug 22	Jan - Aug 21	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	1,828.00	0.00	1,828.00	100.0%
1115 · NYS Library Service Aid	3,677.48	793.00	2,884.48	363.7%
1117 · Chaut Catt Grant	250.00	0.00	250.00	100.0%
1118 · No Chau Comm Foundation	0.00	5,388.00	-5,388.00	-100.0%
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	3,773.91	2,020.58	1,753.33	86.8%
1122 · Fines	712.18	658.29	53.89	8.2%
1123 · Copier	921.59	679.54	242.05	35.6%
1124 · Fax	471.71	470.85	0.86	0.2%
1125 · Dues	35.00	35.00	0.00	0.0%
1126 · Misc Income	122.21	135.33	-13.12	-9.7%
1130 · Donations General	536.91	1,409.50	-872.59	-61.9%
1132 · Northern Chaut Comm Foundation	5,480.00	0.00	5,480.00	100.0%
1133 · Library System Book Plan	1,631.56	2,345.52	-713.96	-30.4%
1150 · Best Sellers	817.44	565.94	251.50	44.4%
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%
1300 · universal pre k	500.00	0.00	500.00	100.0%
1348 · recycling income	28.00	27.00	1.00	3.7%
<b>Total Income</b>	<b>120,327.11</b>	<b>132,471.05</b>	<b>-12,143.94</b>	<b>-9.2%</b>
<b>Expense</b>				
1260 · Books	10,169.13	5,410.70	4,758.43	87.9%
1270 · Serials	1,211.40	1,151.37	60.03	5.2%
1280 · Cd/audio/Cassettes	800.26	607.98	192.28	31.6%
1290 · e book/overdrive	441.50	500.00	-58.50	-11.7%
1310 · Payroll	50,008.19	43,886.72	6,121.47	14.0%
1311 · Payroll Taxes	15,205.20	12,372.41	2,832.79	22.9%
1312 · Compensation Ins	1,107.00	1,031.00	76.00	7.4%
1315 · Cleaning	378.18	494.37	-116.19	-23.5%
1316 · Building Maint	4,247.76	8,320.80	-4,073.04	-49.0%
1317 · Entertainment	1,277.35	454.00	823.35	181.4%
1318 · POSTAGE / SHIPPING	116.00	82.76	33.24	40.2%
1320 · Insurance	1,591.34	2,429.81	-838.47	-34.5%
1321 · Electric	1,876.07	1,225.15	650.92	53.1%
1322 · Copier Expense	2,076.15	1,143.90	932.25	81.5%
1323 · Office Supplies	308.87	321.50	-12.63	-3.9%
1324 · Water & Sewer	374.38	576.96	-202.58	-35.1%
1325 · Gas	1,681.30	1,839.96	-158.66	-8.6%
1326 · Telephone	479.81	1,272.04	-792.23	-62.3%
1327 · Computer Exp	589.66	228.88	360.78	157.6%
1330 · Misc Expenses	532.05	631.11	-99.06	-15.7%
1336 · Library Supplies	414.84	114.07	300.77	263.7%
1340 · Staff	0.00	600.00	-600.00	-100.0%
1343 · SUMMER READING EXPENSES	576.70	1,203.91	-627.21	-52.1%
1401 · program expenses	64.96	0.00	64.96	100.0%
1402 · BOOK CLUB EXPENSES	183.75	90.63	93.12	102.8%
1403 · children's program	994.89	683.72	311.17	45.5%
1404 · board games	0.00	16.15	-16.15	-100.0%
<b>Total Expense</b>	<b>96,706.74</b>	<b>86,689.90</b>	<b>10,016.84</b>	<b>11.6%</b>
<b>Net Ordinary Income</b>	<b>23,620.37</b>	<b>45,781.15</b>	<b>-22,160.78</b>	<b>-48.4%</b>
<b>Net Income</b>	<b>23,620.37</b>	<b>45,781.15</b>	<b>-22,160.78</b>	<b>-48.4%</b>