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ANDERSON-LEE LIBRARY  
Board of Trustees Meeting  
November 21, 2022  
7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, ~~Barber~~, Bowers, Cole, Falcone, Fiebelkorn, Morabito, ~~O'Connell~~ & Woolley  
Excused- Bowers
- IIIA Friends Report-
- IV. Secretary's Report-
- V. Treasurer's Report-
- VI. Librarian's Report-
- VII. Old Business
  - A. air conditioner replacement
  - B.
  - C.
  - D.
  - E.
- VIII. New Business
  - A. Review & approve budget for 2023
  - B. Minimum wage will be \$14.20 as of 1/1/23 (is \$13.20 now)
  - C. Congratulate Tyler on interviewing with us 5 year ago (November 2017)
  - D. Review who is doing snow shoveling this year
  - E. Were Fire Extinguishers inspected this year
  - F. Employee Gift cards for Christmas?
  - G.
  - H.
- VIII. Adjournment

Next Meeting: Monday, December 19, 2022 at 7 pm

Anderson-Lee Library  
Board of Trustees Meeting  
October 17, 2022

**Call to Order:** 7:15 PM

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

**Excused:** , Fr. Dan Fiebelkorn, G. Barber, R. Falcone

**Secretary's Report:** G. Cole reviewed the Secretary's Report for June. Motion made by M. Bowers to accept the report. Seconded by M. Morabito. Motion carried.

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

**Director's Report:**

We learned of a successful event with over 20 kids attending an event with the Jeffers.. We have also begun a Paws to Read program where students can schedule time to read to a trained & certified dog. Both kids and adults have scheduled reading times.

The gaming club is being led by a student from SCCS and the club is going strong. We are seeing strong numbers of teens attending the game club events.

Tyler met with Jody Falkner from JF Grant Consulting Services. She provided us with support to help us seek out grant funding opportunities.

Tyler attended the annual system meeting training sessions. Tyler also is in contact with a potential candidate for the Library Cleaner position.

Snow removal is all set for the season. Chris is working to get another great lineup of Native American presenters for Native American Heritage Month in November.

UPK has been delayed until December because the students are not yet old enough to ride school buses.

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

**Old Business:**

- Forestville Fall Festival – Event was well attended.
- Library Renovation Update.
- Generator Quote. We may want to replace our air conditioning units and then install the generator.

**New Business:**

- Begin preparation of budget for 2023.
- Minimum wage increases from \$13.40 to \$14.40 on 1/1/2023.
- We had a discussion about increasing the amount of our proposition funding. To help with this, Greg will get the contact information for Dave Kurzawa to Tyler.

**Adjournment:** 8:53 PM

Next Meeting: Monday, November 21, 2022

Respectfully Submitted by Gregory Cole

Anderson-Lee Library Budget

Income/Acct #	Category	2023 budgeted	2022 actual As of 11/30
1111	Memorials Books	0	
1112	Friends	1000	
1115	NYS Library Service Aid	1250	
1118	No. Chaut. Comm Found	5000	
1119	Summer Reading	500	
1120	Fund Raisers	1500	
1121	Interest	3500	
1122	Fines	800	
1123	Copier	1000	
1124	Fax	500	
1125	Dues	40	
<b>1126</b>	<b>Misc Income/Recycling</b>	<b>200</b>	
1130	Donations General & Kiwanis	<b>1600</b>	
1133	Library System Book Plan	4000	
1140	Federal & State Grants	500	
1150	Best Sellers	750	
1230	Memorials Unspecified	500	
1240	Library Proposition	98750	
1300	<b>Universal PreK</b>	<b>0</b>	
	<b>TOTAL</b>	<b>123,890</b>	

Anderson-Lee Library Budget

Expense/Acct#	Category	2023 budgeted	2022 actual
			As of 11/30
1260	Books	7500	
1270	Serials	1300	
1280	CD/Audio/DVD	1000	
1290	Overdrive/Zinio	1000	
1310 & 1311	Payroll & Payroll Tax	<b>100,000</b>	
1312	Compensation Insurance	<b>1350</b>	
1315	Cleaning	3000	
1316	Building/Property Maint.	5500	
1317	Entertainment	<b>1000</b>	
<b>1318</b>	<b>Postage &amp; shipping</b>	<b>200</b>	
1320	Health & General Insurance	2500	
1321	Electric	<b>2500</b>	
1322	Copier Expense	<b>2000</b>	
1323	Office Supplies	<b>350</b>	
1324	Water & Sewer	800	
1325	Gas	2500	
1326	Telephone	<b>900</b>	
1327	Computer Expense	<b>750</b>	
1328	Travel Expense	300	
1330	Misc. Expense	750	
1336	Library Supplies	500	
1340	Staff Recognition	600	
1341	Professional Development	500	
2009	Capital Improvement	5,000	
1399	Universal PreK	<b>500</b>	
1400	Memorial Books	<b>0</b>	
1401	Program Expenses	<b>350</b>	
1402	Book Club Expenses	<b>300</b>	
1403	Children's Program	<b>2000</b>	
	<b>TOTAL</b>	<b>144,950</b>	
	Over budget amount	<b>(21,060)</b>	

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11/16/22

Cash Basis

Anderson-Lee Library  
**Balance Sheet**  
As of October 31, 2022

	Oct 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	2,695.25
Total Checking/Savings	2,695.25
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	144,529.95
Total Other Current Assets	144,629.95
Total Current Assets	147,325.20
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
<b>TOTAL ASSETS</b>	<b>257,325.20</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	-408.75
Total Equity	257,325.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>257,325.20</b>

9:01 PM

11/16/22

Cash Basis

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

	Oct 31, 22	Oct 31, 21	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	2,695.25	6,841.46	-4,146.21	-60.6%
Total Checking/Savings	2,695.25	6,841.46	-4,146.21	-60.6%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	144,529.95	174,581.68	-30,051.73	-17.2%
Total Other Current Assets	144,629.95	174,681.68	-30,051.73	-17.2%
Total Current Assets	147,325.20	181,523.14	-34,197.94	-18.8%
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>257,325.20</b>	<b>281,523.14</b>	<b>-24,197.94</b>	<b>-8.6%</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	-408.75	18,987.09	-19,395.84	-102.2%
Total Equity	257,325.20	281,523.14	-24,197.94	-8.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>257,325.20</b>	<b>281,523.14</b>	<b>-24,197.94</b>	<b>-8.6%</b>

8:58 PM  
11/16/22  
Cash Basis

Anderson-Lee Library  
Profit & Loss  
October 2022

	Oct 22
Ordinary Income/Expense	
Income	
1121 · Interest	565.93
1122 · Fines	203.50
1123 · Copier	117.00
1124 · Fax	65.00
1126 · Misc Income	20.00
1130 · Donations General	28.00
1150 · Best Sellers	33.54
1348 · recycling income	5.00
Total Income	1,037.97
Expense	
1260 · Books	370.16
1290 · e book/overdrive	62.50
1310 · Payroll	6,454.73
1311 · Payroll Taxes	1,900.42
1312 · Compensation Ins	37.33
1315 · Cleaning	17.64
1316 · Building Maint	2,063.47
1317 · Entertainment	0.00
1320 · Insurance	692.67
1321 · Electric	518.05
1322 · Copier Expense	1,287.66
1325 · Gas	26.67
1326 · Telephone	60.01
1327 · Computer Exp	69.00
1330 · Misc Expenses	40.90
1336 · Library Supplies	54.43
1402 · BOOK CLUB EXPENSES	22.95
1403 · children's program	231.91
Total Expense	13,910.50
Net Ordinary Income	-12,872.53
Net Income	-12,872.53

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 11/16/22  
 Cash Basis

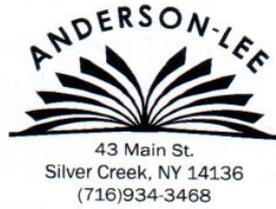
Anderson-Lee Library  
 Profit & Loss YTD Comparison  
 October 2022

	Oct 22	Jan - Oct 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1112 · Friends	0.00	1,828.00
1115 · NYS Library Service Aid	0.00	3,677.48
1117 · Chaut Catt Grant	0.00	250.00
1120 · Fund Raisers	0.00	1,417.00
1121 · Interest	565.93	4,908.72
1122 · Fines	203.50	915.68
1123 · Copier	117.00	1,038.59
1124 · Fax	65.00	536.71
1125 · Dues	0.00	35.00
1126 · Misc Income	20.00	142.21
1130 · Donations General	28.00	574.91
1132 · Northern Chaut Comm Foundation	0.00	5,480.00
1133 · Library System Book Plan	0.00	1,631.56
1150 · Best Sellers	33.54	850.98
1230 · Memorials Unspecified	0.00	841.12
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	500.00
1348 · recycling income	5.00	33.00
<b>Total Income</b>	<b>1,037.97</b>	<b>123,410.96</b>
<b>Expense</b>		
1260 · Books	370.16	11,589.51
1270 · Serials	0.00	1,211.40
1280 · Cd/audio/Cassettes	0.00	800.26
1290 · e book/overdrive	62.50	566.50
1310 · Payroll	6,454.73	62,919.55
1311 · Payroll Taxes	1,900.42	18,997.32
1312 · Compensation Ins	37.33	1,144.33
1315 · Cleaning	17.64	395.82
1316 · Building Maint	2,063.47	6,711.23
1317 · Entertainment	0.00	2,177.35
1318 · POSTAGE / SHIPPING	0.00	116.00
1320 · Insurance	692.67	2,468.01
1321 · Electric	518.05	2,875.02
1322 · Copier Expense	1,287.66	3,363.81
1323 · Office Supplies	0.00	308.87
1324 · Water & Sewer	0.00	569.81
1325 · Gas	26.67	1,707.97
1326 · Telephone	60.01	599.80
1327 · Computer Exp	69.00	458.71
1330 · Misc Expenses	40.90	574.95
1336 · Library Supplies	54.43	469.27
1343 · SUMMER READING EXPENSES	0.00	576.70
1401 · program expenses	0.00	64.96
1402 · BOOK CLUB EXPENSES	22.95	302.91
1403 · children's program	231.91	2,849.65
<b>Total Expense</b>	<b>13,910.50</b>	<b>123,819.71</b>
<b>Net Ordinary Income</b>	<b>-12,872.53</b>	<b>-408.75</b>
<b>Net Income</b>	<b>-12,872.53</b>	<b>-408.75</b>

9:00 PM  
11/16/22  
Cash Basis

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

	Jan - Oct 22	Jan - Oct 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	1,417.00	1,743.00	-326.00	-18.7%
1121 · Interest	4,908.72	2,523.36	2,385.36	94.5%
1122 · Fines	915.68	708.29	207.39	29.3%
1123 · Copier	1,038.59	783.54	255.05	32.6%
1124 · Fax	536.71	490.85	45.86	9.3%
1125 · Dues	35.00	35.00	0.00	0.0%
1126 · Misc Income	142.21	135.33	6.88	5.1%
1130 · Donations General	574.91	1,438.50	-863.59	-60.0%
1132 · Northern Chaut Comm Foundation	5,480.00	0.00	5,480.00	100.0%
1133 · Library System Book Plan	1,631.56	4,894.32	-3,262.76	-66.7%
1140 · Federal & State Grant	0.00	1,000.00	-1,000.00	-100.0%
1150 · Best Sellers	850.98	622.78	228.20	36.6%
1220 · Donations Unspecified	0.00	5.00	-5.00	-100.0%
1230 · Memorials Unspecified	841.12	0.00	841.12	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	33.00	36.00	-3.00	-8.3%
<b>Total Income</b>	<b>123,410.96</b>	<b>138,064.47</b>	<b>-14,653.51</b>	<b>-10.6%</b>
<b>Expense</b>				
1260 · Books	11,589.51	7,144.51	4,445.00	62.2%
1270 · Serials	1,211.40	1,151.37	60.03	5.2%
1280 · Cd/audio/Cassettes	800.26	797.12	3.14	0.4%
1290 · e book/overdrive	566.50	631.50	-65.00	-10.3%
1310 · Payroll	62,919.55	56,179.63	6,739.92	12.0%
1311 · Payroll Taxes	18,997.32	15,952.07	3,045.25	19.1%
1312 · Compensation Ins	1,144.33	1,031.00	113.33	11.0%
1315 · Cleaning	395.82	557.37	-161.55	-29.0%
1316 · Building Maint	6,711.23	19,166.17	-12,454.94	-65.0%
1317 · Entertainment	2,177.35	454.00	1,723.35	379.6%
1318 · POSTAGE / SHIPPING	116.00	192.76	-76.76	-39.8%
1320 · Insurance	2,468.01	2,696.81	-228.80	-8.5%
1321 · Electric	2,875.02	1,824.41	1,050.61	57.6%
1322 · Copier Expense	3,363.81	1,770.22	1,593.59	90.0%
1323 · Office Supplies	308.87	321.50	-12.63	-3.9%
1324 · Water & Sewer	569.81	576.96	-7.15	-1.2%
1325 · Gas	1,707.97	1,890.36	-182.39	-9.7%
1326 · Telephone	599.80	1,392.00	-792.20	-56.9%
1327 · Computer Exp	458.71	1,191.38	-732.67	-61.5%
1330 · Misc Expenses	574.95	756.11	-181.16	-24.0%
1336 · Library Supplies	469.27	114.07	355.20	311.4%
1340 · Staff	0.00	600.00	-600.00	-100.0%
1341 · Library Staff Training	0.00	189.00	-189.00	-100.0%
1343 · SUMMER READING EXPENSES	576.70	1,203.91	-627.21	-52.1%
1401 · program expenses	64.96	340.00	-275.04	-80.9%
1402 · BOOK CLUB EXPENSES	302.91	194.35	108.56	55.9%
1403 · children's program	2,849.65	742.65	2,107.00	283.7%
1404 · board games	0.00	16.15	-16.15	-100.0%
<b>Total Expense</b>	<b>123,819.71</b>	<b>119,077.38</b>	<b>4,742.33</b>	<b>4.0%</b>
<b>Net Ordinary Income</b>	<b>-408.75</b>	<b>18,987.09</b>	<b>-19,395.84</b>	<b>-102.2%</b>
<b>Net Income</b>	<b>-408.75</b>	<b>18,987.09</b>	<b>-19,395.84</b>	<b>-102.2%</b>



# Director's Report

*November 2022*



We've been offering a tele-health package that we received from the system. Basically, it's a self contained kit that has everything anyone would need to do a remote doctor visit, which includes a laptop, blood pressure cuff, oxygen reader, etc. Patrons can schedule an appointment with their health care provider and then use this equipment to attend (remotely).

We are working with Chadwick Bay Property Management to clean our library. We've had one cleaning so far and the library looks great. We went for twice a month and wound up being under budget, based on our previous cleaning expenses for the year. They have a key to the library and will work on weekends or Wednesday's when we are closed. Tina was sent a letter explaining the situation and thanking her for her work over years past.

Plowing services have been secured and are underway with no trouble. We are paid for the whole season. This includes plowing, shoveling and salting, both in the back and front of the building. Snow removal will start when more than 2 inches of snow has fallen and accumulated.

I did try to contact David Kurzawa (proposition), but no word yet. Jan is here though!

Community Bank and M&T were called about community reinvestment funds. Community Bank has yet to get back to us, although contact was made. M&T bank did get back to us. Basically, I was told they do have funding, but it's for specific projects and not an annual disbursement like Jody Falkner had mentioned. We also discussed setting up some classes together about money management and she mentioned that she is in the Chamber of Commerce and would be interested in joining the board, should something become available.

New Cataloging training is being scheduled for staff. Training is limited (both in time and materials) so we won't be able to get everyone done at once. Hopefully, we can get one staff member trained by year's end. This training will allow whoever is trained to enter new items into the system that don't already have an entry. It will be a big help when orders come in.

Two tablets were obtained from Megan at the library system. We have one to use in-house and one to give away. Towards this end, Bob has scheduled a special Christmas themed 3-d printing class and we will give away the tablet to one attendee at random. Bob's class will feature some of the basics but also start to cover topics regarding the creation of one's own objects for print.

Our Native American Heritage programs are going well. We will likely wind up with 6 total programs and we were even able to include traditional dancers in the most recent event. People are responding positively and it's great to see good attendance. Thanks to Cris for her hard work on these events.

The seed library is growing and we may need to actually add new storage to it. The garden club has been hard at work processing donations and getting them ready to go out. Many positive comments are coming in about the project. We open Dec 1st for distribution.

The raffle for Carmen Wappmans crocheted blanket is underway. We will split the proceeds when it concludes.

I have resumed service with Junior Library Guild to supply us books for our Young Adult section. Their prices have come down and are on par with our other suppliers. The company also helps with selections based on customizable criteria.