

ANDERSON-LEE LIBRARY

Board of Trustees Meeting -

October 17, 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-
- VII. Old Business
 - A. Forestville Fall Festival results
 - B. Library Renovation update
 - C. Generator quote .
 - D.
 - E.
- VIII. New Business
 - A. Start talking about budget for 2023
 - B. Minimum wage will be \$14.40 as of 1/1/23 (is \$13.40 now, \$1/hr increase)
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, November 21, 2022 at 7 pm

Anderson-Lee Library Budget

Income/Acct #	Category	2022 budgeted	2022 actual
			As of 11/30
1111	Memorials Books	0	
1112	Friends	1000	
1115	NYS Library Service Aid	1000	
1118	No. Chaut. Comm Found	5000	
1119	Summer Reading	500	
1120	Fund Raisers	1500	
1121	Interest	3000	
1122	Fines	1000	
1123	Copier	1000	
1124	Fax	500	
1125	Dues	40	
1126	Misc Income/Recycling	250	
1130	Donations General & Kiwanis	1600	
1133	Library System Book Plan	4000	
1140	Federal & State Grants	1000	
1150	Best Sellers	750	
1230	Memorials Unspecified	500	
1240	Library Proposition	98750	
1300	Universal PreK	0	
	TOTAL	121,390	

Anderson-Lee Library Budget

Expense/Acct#	Category	2022 budgeted	2022 actual
			As of 11/30
1260	Books	7500	
1270	Serials	1300	
1280	CD/Audio/DVD	1200	
1290	Overdrive/Zinio	800	
1310 & 1311	Payroll & Payroll Tax	85,000	
1312	Compensation Insurance	1350	
1315	Cleaning	3000	
1316	Building/Property Maint.	5500	
1317	Entertainment	2500	
1318	Postage & shipping	200	
1320	Health & General Insurance	3000	
1321	Electric	2500	
1322	Copier Expense	1500	
1323	Office Supplies	350	
1324	Water & Sewer	800	
1325	Gas	2500	
1326	Telephone	800	
1327	Computer Expense	1500	
1328	Travel Expense	300	
1330	Misc. Expense	1000	
1336	Library Supplies	500	
1340	Staff Recognition	600	
1341	Professional Development	500	
2009	Capital Improvement	10,000	
1399	Universal PreK	0	
1400	Memorial Books	0	
1401	Program Expenses	850	
1402	Book Club Expenses	300	
1403	Children's Program	2000	
	TOTAL	137,350	
	Over budget amount	(15,960)	

Anderson-Lee Library
Board of Trustees Meeting
September 26, 2022

Call to Order: 7:04 PM

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

Excused: M. Bowers, Fr. Dan Fiebelkorn

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

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

Director's Report:

Tyler ordered new liquid floor tiles for the children's area. These tiles are for play purposes.

We learned that Tyler worked with the "Friends" to purchase a fully loaded STEM cart for the kids. The cost of the cart and kits was \$1382. We will eventually allow people to sign out the STEM kits.

Book ordering has slowed down due to a ransomware attack suffered by Baker and Taylor, one of our major book suppliers. The ransomware attack has lasted for more than one month, but we expect the site to be back up again soon.

More than 30 people attended the Last Bite of Summer event. The Grape Raffle has concluded and we were able to generate \$1,337 in revenues from this event. *lego kit most popular*

The library will conduct a review of our safety protocols. This is in response to a recent attack on a librarian at the library in Mayville.

Sexual harassment training is coming up again. The required documents are located at:
<https://bit.ly/3E18iCB>

The touchscreen TV is being repurposed as a digital billboard. Finally, we are looking *AD space on TV.*

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

Old Business:

- Generator quote is in progress.
- We are still trying to get 3-Petes to inspect the masonry issue.

New Business:

- Grape Festival Theme Basket Raffle raised \$1337.
- Forestville Fall Festival is Oct. 1 and Oct 2. Greg will put out that schedule.
- Labor Rates and Regulations will change for 2023.
- We discussed that Jody Falkner from Northern Chautauqua Community Foundation is seeking organizations for grant money that is available.

Adjournment: 7:32 PM

Next Meeting: Monday, October 17, 2022

Respectfully Submitted by Gregory Cole

3:10 PM
10/12/22
Cash Basis

Anderson-Lee Library
Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	6,133.71
Total Checking/Savings	6,133.71
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	153,964.02
Total Other Current Assets	154,064.02
Total Current Assets	160,197.73
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	270,197.73
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	12,463.78
Total Equity	270,197.73
TOTAL LIABILITIES & EQUITY	270,197.73

3:11 PM

10/12/22

Cash Basis

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

	Sep 30, 22	Sep 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 - M&T Bank Checking	6,133.71	7,818.71	-1,685.00	-21.6%
Total Checking/Savings	6,133.71	7,818.71	-1,685.00	-21.6%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	153,964.02	194,329.98	-40,365.96	-20.8%
Total Other Current Assets	154,064.02	194,429.98	-40,365.96	-20.8%
Total Current Assets	160,197.73	202,248.69	-42,050.96	-20.8%
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%
TOTAL ASSETS	270,197.73	302,248.69	-32,050.96	-10.6%
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	12,463.78	39,712.64	-27,248.86	-68.6%
Total Equity	270,197.73	302,248.69	-32,050.96	-10.6%
TOTAL LIABILITIES & EQUITY	270,197.73	302,248.69	-32,050.96	-10.6%

3:09 PM

10/12/22

Cash Basis

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

	Jan - Sep 22	Jan - Sep 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	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	1,643.00	-226.00	-13.8%
1121 · Interest	4,342.79	2,271.66	2,071.13	91.2%
1122 · Fines	712.18	708.29	3.89	0.6%
1123 · Copier	921.59	783.54	138.05	17.6%
1124 · Fax	471.71	490.85	-19.14	-3.9%
1125 · Dues	35.00	35.00	0.00	0.0%
1126 · Misc Income	122.21	135.33	-13.12	-9.7%
1130 · Donations General	546.91	1,438.50	-891.59	-62.0%
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	817.44	597.78	219.66	36.8%
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	28.00	36.00	-8.00	-22.2%
Total Income	122,372.99	137,687.77	-15,314.78	-11.1%
Expense				
1260 · Books	11,219.35	6,280.22	4,939.13	78.7%
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	504.00	562.50	-58.50	-10.4%
1310 · Payroll	56,464.82	50,093.42	6,371.40	12.7%
1311 · Payroll Taxes	17,096.90	14,214.37	2,882.53	20.3%
1312 · Compensation Ins	1,107.00	1,031.00	76.00	7.4%
1315 · Cleaning	378.18	557.37	-179.19	-32.2%
1316 · Building Maint	4,647.76	8,834.80	-4,187.04	-47.4%
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	1,775.34	2,429.81	-654.47	-26.9%
1321 · Electric	2,356.97	1,496.77	860.20	57.5%
1322 · Copier Expense	2,076.15	1,373.36	702.79	51.2%
1323 · Office Supplies	308.87	321.50	-12.63	-3.9%
1324 · Water & Sewer	569.81	576.96	-7.15	-1.2%
1325 · Gas	1,681.30	1,860.35	-179.05	-9.6%
1326 · Telephone	539.79	1,332.02	-792.23	-59.5%
1327 · Computer Exp	389.71	1,128.88	-739.17	-65.5%
1330 · Misc Expenses	534.05	731.11	-197.06	-27.0%
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	279.96	126.73	153.23	120.9%
1403 · children's program	2,617.74	683.72	1,934.02	282.9%
1404 · board games	0.00	16.15	-16.15	-100.0%
Total Expense	109,909.21	97,975.13	11,934.08	12.2%
Net Ordinary Income	12,463.78	39,712.64	-27,248.86	-68.6%
Net Income	12,463.78	39,712.64	-27,248.86	-68.6%

2100

3:08 PM
10/12/22
Cash Basis

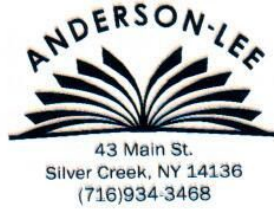
Anderson-Lee Library
Profit & Loss
September 2022

	Sep 22
Ordinary Income/Expense	
Income	
1120 · Fund Raisers	1,417.00
1121 · Interest	568.88
1130 · Donations General	10.00
1230 · Memorials Unspecified	50.00
Total Income	2,045.88
Expense	
1260 · Books	1,050.22
1290 · e book/overdrive	62.50
1310 · Payroll	6,456.63
1311 · Payroll Taxes	1,891.70
1316 · Building Maint	400.00
1317 · Entertainment	900.00
1320 · Insurance	184.00
1321 · Electric	480.90
1323 · Office Supplies	0.00
1324 · Water & Sewer	195.43
1326 · Telephone	59.98
1327 · Computer Exp	-199.95
1330 · Misc Expenses	2.00
1402 · BOOK CLUB EXPENSES	96.21
1403 · children's program	1,622.65
Total Expense	13,202.47
Net Ordinary Income	-11,156.59
Net Income	-11,156.59

3:08 PM
 10/12/22
 Cash Basis

Anderson-Lee Library
Profit & Loss YTD Comparison
 September 2022

	Sep 22	Jan - Sep 22
Ordinary Income/Expense		
Income		
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	1,417.00	1,417.00
1121 · Interest	568.88	4,342.79
1122 · Fines	0.00	712.18
1123 · Copier	0.00	921.59
1124 · Fax	0.00	471.71
1125 · Dues	0.00	35.00
1126 · Misc Income	0.00	122.21
1130 · Donations General	10.00	546.91
1132 · Northern Chaut Comm Foundation	0.00	5,480.00
1133 · Library System Book Plan	0.00	1,631.56
1150 · Best Sellers	0.00	817.44
1230 · Memorials Unspecified	50.00	841.12
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	500.00
1348 · recycling income	0.00	28.00
Total Income	2,045.88	122,372.99
Expense		
1260 · Books	1,050.22	11,219.35
1270 · Serials	0.00	1,211.40
1280 · Cd/audio/Cassettes	0.00	800.26
1290 · e book/overdrive	62.50	504.00
1310 · Payroll	6,456.63	56,464.82
1311 · Payroll Taxes	1,891.70	17,096.90
1312 · Compensation Ins	0.00	1,107.00
1315 · Cleaning	0.00	378.18
1316 · Building Maint	400.00	4,647.76
1317 · Entertainment	900.00	2,177.35
1318 · POSTAGE / SHIPPING	0.00	116.00
1320 · Insurance	184.00	1,775.34
1321 · Electric	480.90	2,356.97
1322 · Copier Expense	0.00	2,076.15
1323 · Office Supplies	0.00	308.87
1324 · Water & Sewer	195.43	569.81
1325 · Gas	0.00	1,681.30
1326 · Telephone	59.98	539.79
1327 · Computer Exp	-199.95	389.71
1330 · Misc Expenses	2.00	534.05
1336 · Library Supplies	0.00	414.84
1343 · SUMMER READING EXPENSES	0.00	576.70
1401 · program expenses	0.00	64.98
1402 · BOOK CLUB EXPENSES	96.21	279.96
1403 · children's program	1,622.85	2,617.74
Total Expense	13,202.47	109,909.21
Net Ordinary Income	-11,156.59	12,463.78
Net Income	-11,156.59	12,463.78



Director's Report

October 2022

NEW INFORMATION

We had a wonderful event with the Jeffers. Great turnout with over 20 kids attending. They were able to use the park for a petting zoo, make scarecrows and other crafts, come inside and then have a magic show. Very nice to have them back and it seems the community was glad as well.

We have also been trying a Paws to Read program where kids can schedule some time to read to a dog. Amy is in contact with a local dog breeder/trainer and she brings in her trained/certified dogs for the kids to read to. They are able to sign up for 15 minute time slots and so far we have had a great turnout, with time slots being booked up into December. We've even had some adults reserve a time slot.

At the end of the month we will have our annual Trick or Read program taking place. We will be offering games, crafts, stories and treats. This is usually a well attended event and people have come to look forward to it. We already have about 20 signed up.

A community driven game club is still going strong. A student from SCCS has been running a game tournament once a month and has plans to do so once again this month. He's bringing in quite a few teens to the library and having teen led events is probably the best way to get this tough demographic to visit us, so it's good to see them continue.

I met with Jody Falkner from J.F. Grant Consulting Services (NCCF). We talked about the plan to redo the library. She gave us a great list of partners to reach out to to obtain grants and funding. There are quite a few options locally (including some that may simply be given out every year) and some near Buffalo that no one in our county applies for. She also had some great advice on how to break the plan down and present it in a way that would make it much easier to obtain the funding needed. She also mentioned that there are grants available to help pay for someone to take on all the planning and execution details. Very good meeting!

David Yuen did finally come in to visit. He asked if our windows needed cleaning still and I told him we were all set. He said his main guy died from COVID and that's why he was behind. We left it at "maybe next year".

I attended the annual system meeting training sessions. We recapped the past year, learned more about how the system can help and financial security. Here are some takeaways -

- NYS library aid has increased from 94 mil to 99 mil.
- There will be extra funding for Summer Reading next year
- Construction grants next year may be 90% matched
- Mike Jones is testing out new VOIP and FOIP systems which could bring even more savings to our phone/fax costs.
- I talked with Prendergast maker lab staff about 3d printing to learn more about how they're doing things.
- Lots of talk about obtaining funding from schools like here. Seems to be the course now for most libraries around us.

Snow removal is all set, just waiting on the contract. It should arrive this evening. ✕

Seed library is set up and we are currently accepting donations.

Cris is working hard to get another great lineup of Native American presenters for next month.

No word yet from the potential new cleaner. She did go on a vacation so I'm not sure if she's returned yet. If I don't hear back by the end of the month, I'll continue the search.