

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

April 17, 2023

7:00 P.M.

7:09 pm

7:54 pm

- I. Call to Order
- II. Attendance
- III. Annis, ~~Barber~~, Bowers, Cole, Falcone, ~~Fiebelkorn~~, Morabito, O'Connell & Woolley
Excused-
- IIIA Friends Report-
- IV. Secretary's Report- ✓
- V. Treasurer's Report- ✓
- VI. Librarian's Report- ✓
- VII. Old Business
 - A. air conditioner replacement - *Rung*
 - B. copier repair or replacement - *wray*
 - C. 2 hrs continuing education - *Greg*
 - D. Proposition review -
 - E. *Sereen Natimw*
Branchland 2:1
- VIII. New Business
 - A. Children's Day - *June 1st weekend*
 - B.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

SN - 20,000?
SCC 120,000
FV 60,000

Next Meeting: Monday, May 15, 2023 at 7 pm

Anderson-Lee Library
Balance Sheet
As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	8,353.87
Total Checking/Savings	<u>8,353.87</u>
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	97,085.07
Total Other Current Assets	<u>97,185.07</u>
Total Current Assets	105,538.94
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	<u>110,000.00</u>
TOTAL ASSETS	<u><u>215,538.94</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	-23,083.38
Total Equity	<u>215,538.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>215,538.94</u></u>

3:16 PM

04/12/23

Cash Basis

Anderson-Lee Library
Balance Sheet Prev Year Comparison
 As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	8,353.87	15,758.50	-7,404.63	-47.0%
102 - M&T Bank Checking				
Total Checking/Savings	8,353.87	15,758.50	-7,404.63	-47.0%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	97,085.07	200,769.38	-103,684.31	-51.6%
Total Other Current Assets	97,185.07	200,869.38	-103,684.31	-51.6%
Total Current Assets	105,538.94	216,627.88	-111,088.94	-51.3%
Other Assets				
1347 - Capital Fund	110,000.00	110,000.00	0.00	0.0%
Total Other Assets	110,000.00	110,000.00	0.00	0.0%
TOTAL ASSETS	215,538.94	326,627.88	-111,088.94	-34.0%
LIABILITIES & EQUITY				
Equity				
3000 - Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 - Retained Earnings	204,944.29	224,055.92	-19,111.63	-8.5%
Net Income	-23,083.38	68,893.93	-91,977.31	-133.5%
Total Equity	215,538.94	326,627.88	-111,088.94	-34.0%
TOTAL LIABILITIES & EQUITY	215,538.94	326,627.88	-111,088.94	-34.0%

3:11 PM
04/12/23
Cash Basis

Anderson-Lee Library
Profit & Loss
March 2023

	<u>Mar 23</u>
Ordinary Income/Expense	
Income	
1121 · Interest	458.81
1122 · Fines	69.91
1123 · Copier	233.75
1124 · Fax	78.00
1126 · Misc Income	14.00
1130 · Donations General	17.00
1133 · Library System Book Plan	858.00
1150 · Best Sellers	15.94
1300 · universal pre k	1,500.00
	<hr/>
Total Income	3,245.41
Expense	
1260 · Books	1,143.36
1280 · Cd/audio/Cassettes	40.00
1290 · e book/overdrive	125.00
1310 · Payroll	6,949.68
1311 · Payroll Taxes	2,240.64
1312 · Compensation Ins	80.00
1315 · Cleaning	240.00
1320 · Insurance	289.00
1321 · Electric	356.64
1322 · Copier Expense	234.00
1324 · Water & Sewer	191.95
1325 · Gas	607.88
1326 · Telephone	59.98
1327 · Computer Exp	190.93
1330 · Misc Expenses	24.05
1401 · program expenses	36.16
1403 · children's program	103.50
1404 · board games	32.97
	<hr/>
Total Expense	12,945.74
Net Ordinary Income	-9,700.33
Net Income	<hr/> <hr/> -9,700.33

Anderson-Lee Library
Profit & Loss Prev Year Comparison
 January through March 2023

	Jan - Mar 23	Jan - Mar 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
1112 · Friends	0.00	500.00	-500.00	-100.0%
1115 · NYS Library Service Aid	286.50	283.20	3.30	1.2%
1118 · No Chau Comm Foundation	5,828.00	0.00	5,828.00	100.0%
1121 · Interest	1,460.35	745.99	714.36	95.8%
1122 · Fines	188.91	198.15	-9.24	-4.7%
1123 · Copier	416.79	310.00	106.79	34.5%
1124 · Fax	128.00	207.04	-79.04	-38.2%
1125 · Dues	25.00	35.00	-10.00	-28.6%
1126 · Misc Income	119.95	0.00	119.95	100.0%
1130 · Donations General	17.00	309.52	-292.52	-94.5%
1132 · Northern Chaut Comm Foundation	0.00	5,480.00	-5,480.00	-100.0%
1133 · Library System Book Plan	858.00	815.78	42.22	5.2%
1150 · Best Sellers	47.82	364.82	-317.00	-86.9%
1220 · Donations Unspecified	19.00	0.00	19.00	100.0%
1230 · Memorials Unspecified	0.00	791.12	-791.12	-100.0%
1240 · Library Proposition	0.00	98,750.00	-98,750.00	-100.0%
1300 · universal pre k	1,500.00	0.00	1,500.00	100.0%
1348 · recycling income	0.00	8.00	-8.00	-100.0%
Total Income	10,895.32	108,798.62	-97,903.30	-90.0%
Expense				
1260 · Books	1,529.39	7,903.49	-6,374.10	-80.7%
1270 · Serials	273.00	694.42	-421.42	-60.7%
1280 · Cd/audio/Cassettes	161.72	480.56	-318.84	-66.4%
1290 · e book/overdrive	187.50	125.00	62.50	50.0%
1310 · Payroll	19,611.18	18,719.38	891.80	4.8%
1311 · Payroll Taxes	5,869.09	5,470.12	398.97	7.3%
1312 · Compensation Ins	347.00	330.00	17.00	5.2%
1313 · Disability Ins	788.78	0.00	788.78	100.0%
1315 · Cleaning	480.00	237.73	242.27	101.9%
1316 · Building Maint	53.00	1,756.33	-1,703.33	-97.0%
1317 · Entertainment	150.00	100.00	50.00	50.0%
1320 · Insurance	859.00	801.00	58.00	7.2%
1321 · Electric	1,044.09	585.23	458.86	78.4%
1322 · Copier Expense	418.01	659.98	-241.97	-36.7%
1323 · Office Supplies	0.00	308.87	-308.87	-100.0%
1324 · Water & Sewer	191.95	188.38	3.57	1.9%
1325 · Gas	1,243.23	610.21	633.02	103.7%
1326 · Telephone	179.94	179.94	0.00	0.0%
1327 · Computer Exp	190.93	48.20	142.73	296.1%
1330 · Misc Expenses	131.71	201.55	-69.84	-34.7%
1336 · Library Supplies	20.90	44.93	-24.03	-53.5%
1399 · universal pre k expenses	6.39	0.00	6.39	100.0%
1401 · program expenses	36.16	0.00	36.16	100.0%
1402 · BOOK CLUB EXPENSES	0.00	42.92	-42.92	-100.0%
1403 · children's program	172.76	416.45	-243.69	-58.5%
1404 · board games	32.97	0.00	32.97	100.0%
Total Expense	33,978.70	39,904.69	-5,925.99	-14.9%
Net Ordinary Income	-23,083.38	68,893.93	-91,977.31	-133.5%
Net Income	-23,083.38	68,893.93	-91,977.31	-133.5%

3:12 PM

04/12/23

Cash Basis

Anderson-Lee Library
Profit & Loss YTD Comparison
March 2023

	<u>Mar 23</u>	<u>Jan - Mar 23</u>
Ordinary Income/Expense		
Income		
1115 · NYS Library Service Aid	0.00	286.50
1118 · No Chau Comm Foundation	0.00	5,828.00
1121 · Interest	458.81	1,460.35
1122 · Fines	69.91	188.91
1123 · Copier	233.75	416.79
1124 · Fax	78.00	128.00
1125 · Dues	0.00	25.00
1126 · Misc Income	14.00	119.95
1130 · Donations General	17.00	17.00
1133 · Library System Book Plan	858.00	858.00
1150 · Best Sellers	15.94	47.82
1220 · Donations Unspecified	0.00	19.00
1300 · universal pre k	1,500.00	1,500.00
Total Income	3,245.41	10,895.32
Expense		
1260 · Books	1,143.36	1,529.39
1270 · Serials	0.00	273.00
1280 · Cd/audio/Cassettes	40.00	161.72
1290 · e book/overdrive	125.00	187.50
1310 · Payroll	6,949.68	19,611.18
1311 · Payroll Taxes	2,240.64	5,869.09
1312 · Compensation Ins	80.00	347.00
1313 · Disability Ins	0.00	788.78
1315 · Cleaning	240.00	480.00
1316 · Building Maint	0.00	53.00
1317 · Entertainment	0.00	150.00
1320 · Insurance	289.00	859.00
1321 · Electric	356.64	1,044.09
1322 · Copier Expense	234.00	418.01
1324 · Water & Sewer	191.95	191.95
1325 · Gas	607.88	1,243.23
1326 · Telephone	59.98	179.94
1327 · Computer Exp	190.93	190.93
1330 · Misc Expenses	24.05	131.71
1336 · Library Supplies	0.00	20.90
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	36.16	36.16
1403 · children's program	103.50	172.76
1404 · board games	32.97	32.97
Total Expense	12,945.74	33,978.70
Net Ordinary Income	-9,700.33	-23,083.38
Net Income	<u>-9,700.33</u>	<u>-23,083.38</u>



43 Main St.
Silver Creek, NY 14136
(716)934-3468

Director's Report

April 2023

NEW INFORMATION

1. Knitting Club

Our knitting club has proven to be very successful, drawing a large number of participants and fostering a sense of community among them. The club will go on a break during the summer and resume in the fall. In recognition of Kandice's valuable contribution as an instructor, we have agreed to offer her a monthly stipend of \$100 (equivalent to \$25 per class) when we resume.

2. Seed Library Program

The seed library program has gained media attention, with a recent interview for the local news. This coverage has helped increase awareness of the program and attracted more patrons to participate in it, as well as demonstrating the value of our library. .4

3. Infrastructure Projects and Grant Opportunities

I have approached Jan Dekoff to inquire about the possibility of state grants covering the AC project. We are considering bundling other projects, such as electrical upgrades, a generator installation, and parking lot improvements, to maximize grant opportunities. I am still unsure which parts could qualify, so I'm waiting on her reply before going ahead either direction. .

4. Mike Morton Program

Our collaboration with Mike Morton has resulted in another well-received program. The community's response has been positive, and we look forward to future events with him.

We hope to book him over the summer as well, as last year, we had around 100 in attendance.

5. M&T Bank Partnership

We partnered with M&T Bank to provide a program that educates patrons on protecting themselves from online fraud. This initiative demonstrates our commitment to promoting financial literacy and security within our community.

6. Summer Reading Program

Planning for the summer reading program is well underway. We have already scheduled entertainment to make this year's program engaging and fun for participants of all ages.

7. Last Bite of Summer Celebration

Preparations for the annual Last Bite of Summer celebration have commenced. We aim to make this year's event memorable and enjoyable for all attendees.

8. New Chairs for the Library

The Friends of the Library have approved the purchase of new chairs for the library at a cost of approximately \$1,900. These chairs will enhance the comfort and experience of our patrons during their visits. They are currently ordered and are on the way.

9. AI

I've been exploring potential uses and applications provided by the cutting edge developments in A.I., in the hopes that routine tasks can be made more efficient, current offerings improved and new developments can be made at greater speed.

10. Update from Lisa Roloff

"Good Morning Tyler,

We have reviewed your request and unfortunately, we are unable to include the library tax proposition with this year's upcoming budget vote that takes place on May 16. We would need to have this information at the beginning of our budget development process, as we have very specific deadlines set forth by New York State for approval of our propositions that are approved by our Board of Education before presenting to the community and putting them on the ballot for vote.

For future reference, our budget development process begins in late October/early November, and we finalize our propositions for approval by March. Thank you, Lisa Rohloff"

11. Front Door Repaired

The front door was broken during a windstorm, damaging the control arm. Thankfully the repair was quite simple, keeping costs low and restoring proper functioning quickly and effectively. If it happens again, I was shown how to easily fix it ourselves. ♪

12. Ordering Issues

Issues are ongoing with our vendor, Baker and Taylor. Our account had been deactivated on their end, making it impossible for us to successfully send an order. Due to a lack of messaging on their part, this error was undiagnosed by us or the library system. I'm working with Chris Spink to ensure our book orders are once again properly submitted and delivered.

Anderson-Lee Library
Board of Trustees Meeting
March 20, 2023

Call to Order: 7:05 PM

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

Excused: Fr. Dan Fiebelkorn, G. Barber , M. Bowers -

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

Treasurer's Report: M. Morabito delivered the Treasurer's Report. The request for funding from the proposal was hand delivered to the school. The Annual Report has been completed. Motion made by G. Cole to accept the report. Seconded by B. O'Connell. Motion carried.

Director's Report:

Tyler informed us that our magnifier is being used quite often. The STEM cart is also very popular.

The knitting club has about 20 people of all ages in attendance. We are exploring the idea of providing a fair amount of pay for the instructor. There is a new book club that will be starting very soon.

We purchased the new computer software that allows us to control patron access. Bob was able to install the software and get it up and running. The staff has received training in the use of this new software. It also appears that we may be able to repair our printer, rather than having to replace it.

We are working with the Friends in order to replace library chairs.

Tyler has been in touch with Lisa Roloff at the school. We are talking with her about the steps involved in having a new library proposition on the May 2024 vote.

We are experiencing a delay in getting our book orders. Tyler has contacted the CCLS to have the issue addressed. The VITA volunteers have had a successful initiative of helping residents with their taxes.

The front door was caught in a wind storm recently and was damaged. Tyler has scheduled a repair company to come in and fix that for us.

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

Old Business:

- Air conditioner replacement. A motion was made by G. Cole and seconded by M. Morabito to authorize Tyler to move forward with the replacement of the air conditioning system and to upgrade all related wiring. Tyler will look in to construction grant funding to assist with this project. Ø
- Two hours of professional development requirement. Tyler has sent the link to our training resources. ✓
- Copier replacement may be delayed since we feel that we can repair the copier for less money.
- Audit Committee met and found all of the books and financial records to be in order.

New Business:

- We discussed that we may be changing over to single phase electric, which will help us out when we do the generator project.

Adjournment: 7:40 PM

Next Meeting: Monday, April 17 at 7:00 pm

Respectfully Submitted by Gregory Cole