

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

February 27, 2023

7:00 P.M. 7:04 pm

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley  
Excused- O'Connell
- IIIA Friends Report-
- IV. Secretary's Report- ✗
- V. Treasurer's Report- ✓
- VI. Librarian's Report- ✓
- VII. Old Business
  - A. air conditioner replacement 7,900
  - B. Discuss Library Resolution -
  - C. 2 hrs continuing education ✓
  - D. Audit Committee →
  - E.
- VIII. New Business
  - A. Send Proposition Fund request & March 1st
  - B. Copier repair. Dump 1, fix other 1 -
  - C.
  - D.
  - E.
  - F.
  - G.
  - H.
- VIII. Adjournment

90th  
Next Meeting: Monday, March, 2023 at 7 pm

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Anderson-Lee Library Annual Board Meeting  
January 23, 2023

Call to Order: 8:05 pm

**Attendance:** T. Annis, B. O'Connell, M. Woolley, G. Cole, M. Morabito, R. Falcone and M. Bowers, D. Fiebelkorn

**Excused:** G. Barber

The meeting began with attendance and collection of \$5.00 voting dues. /

Proof of Proper Notice of Meeting was provided. /

Brief reports were given by the President, Treasurer, Secretary, and Librarian. /

Election of Officers:

- Class of 2026 Trustees: Maureen Morabito, Barb O'Connell /
- Class of 2025 Trustees: Gary Barber, Greg Cole, Mark Woolley,
- President: Mark Woolley
- Vice President: Marianne Bowers ,
- Secretary: Gregory Cole ,
- Treasurer: Maureen Morabito

A motion was made by G. Cole and seconded by M. Morabito to elect the slate of officers as presented. Motion carried.

Motion to adjourn at 8:24 pm. by B. O'Connell, seconded by M. Bowers. Motion carried.

Respectfully Submitted by Gregory Cole

Anderson-Lee Library  
Board of Trustees Meeting  
January 23, 2023

**Call to Order:** 7:05 PM

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

**Excused:** G. Barber

**Secretary's Report:** G. Cole reviewed the Secretary's Report for October. Motion made by R. Falcone 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 R. Falcone. Motion carried.

**Director's Report:**

Tyler let us know that Linda has completed cataloging training from CCLS. She is now able to help us expedite the process of cataloging new materials in a more timely and efficient manner.

Tyler has been in conversation with Guarcello's about our aging air conditioning units. We hope to have a quote for this project in the near future.

The memorial chairs from the Dave Fancher family have been used for many years and are nearing the time for their replacement. Tyler will reach out to the Fancher family to see what they would like to have done with the chairs. The Friends have expressed an interest in helping to replace the aging chairs.

We learned that the toner order from a new vendor has resulted in cost savings. We hope to continue to save money on future toner orders.

The fire extinguishers were inspected on 1/6/2023. No problems were noted.

Our Amazon line of credit by Synchrony Bank was discontinued. Amazon has chosen to do their own in-house service. We did manage to switch over to the new Amazon service.

The seed library is up and running. The seed library continues to be quite popular. The Garden Club has expressed an interest in running gardening classes.

The Annual report must be completed soon. There is a workshop on January 25 that will provide details about changes to the reporting requirements. ✓

UPK is up and running. Things are going smoothly. Jill has 3 classes per month that visit us at the library. ✓

Tyler reminded us that Trustees must complete 2 hours of education each year according to new NYS regulations. Contact Tyler for information about where and how to get that training.

We learned that we received a donation of about 3,000 DVD's. ✓

Motion made by M. Bowers to accept the report. Seconded by R. Falcone. Motion carried.

#### **Old Business:**

- Air conditioner replacement
- Minimum wage increased from \$13.40 to \$14.40 on 1/1/2023.
- Discussion of library resolution for Forestville and Silver Creek.

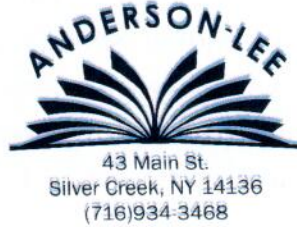
#### **New Business:**

- Greg and Marianne will serve as the audit committee. The committee will convene at our next meeting.

**Adjournment:** 7:43 PM

Next Meeting: Monday, February 27, 2023 at 7:00 pm

Respectfully Submitted by Gregory Cole



## Director's Report

*February 2023*

### NEW INFORMATION

The Annual Report was started and submitted. We (Maureen and I) have only minor corrections to make and we should be all done shortly.

We have help for taxes provided by VITA. It's had a great turnout with lots of people coming in every Friday for all 3 sessions. The help was available 12-5 on every the first 3 Fridays of the month.

We have a community member who wanted to run a Knitting and Crocheting club. She was able to start it this month and will run for about 6 weeks. The club will meet once a week on Thursdays at 1pm. It's open to ages 10+ and any skill level.

We also had another community member who wanted to start a Chess Club. Chess club will meet on Fridays, at 2pm. The club will focus on playing chess but also on learning the game itself and the strategies, tactics and mindset behind it.

We have one more community member who is interested in starting a "cozy book club". It's a new book club that will allow people who can't find the time to attend Cristine's book club a chance to participate. It has yet to officially start but it's underway.

We had two gardening events this month in support of the seed library. One was planning your Garden and the other was Winter Sowing. Both were hands-on and give people the chance to get an idea of what they want to grow and then start it growing. These were well attended and everyone left with some new plants to grow.

Taking advantage of the school break, we've scheduled quite a few events. We had Mike Moroton coming with his hedgehogs, building mania, board game day, and crafternoon. We are also continuing Paws to Read, which we are hoping will pick up again after discovering a glitch in our scheduling service. These events went very well and it was great to see and hear families coming in and having a lot of fun. /-

I've made contact with the school about our outstanding UPK payment. The payment due is 3,500. Michelle Helmer and Delia Bonenberger helped us with this issue and we now have a check for the sessions we've run so far. The remaining payment will be made once the sessions have concluded. So far we have 1,500 and the remainder is 2,000.

Our computer login software is not functioning properly after an update from the system. This leaves us with difficulties regarding patron access to our computers as well as challenges to staff in managing timed sessions. Bob and I have tried to fix it, however, the software we have been using may simply be too old and no longer compatible. To this end, Bob has found new software that will meet our needs. I'd like to get a purchase of this ~\$200 lifetime license, which will allow us to operate up to 15 computers. ' .

More can be found here...

<https://www.antamedia.com/cafe/> — ✓ *in-v-v*

Guarcello's has given us a quote for replacing the AC units. The total cost for JUST the AC units (not the electrical system) is \$7,900. The electrical system would have to be done separately.

We also have a new device in the library called "Merlin". It's a very nice magnifier for people who could use it. It's electronic but uses analog lenses instead of digital zoom, resulting in a very clear, detailed image. Magnification can reach up to 16x. Beyond a reading aid, it also has potential to be an educational tool, allowing kids to zoom in on everyday objects to get a look into the smaller elements that make up the world. Normally these are around \$3,000, but I worked with Tim Gugino to have it donated to the library.

Anderson-Lee Library  
**Balance Sheet**  
As of January 31, 2023

	<u>Jan 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	3,275.21
Total Checking/Savings	3,275.21
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	115,624.72
Total Other Current Assets	115,724.72
Total Current Assets	118,999.93
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
<b>TOTAL ASSETS</b>	<b><u>228,999.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	-9,622.39
Total Equity	228,999.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>228,999.93</u></b>

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

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	3,275.21	3,028.04	247.17	8.2%
Total Checking/Savings	3,275.21	3,028.04	247.17	8.2%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	115,624.72	145,247.45	-29,622.73	-20.4%
Total Other Current Assets	115,724.72	145,347.45	-29,622.73	-20.4%
Total Current Assets	118,999.93	148,375.49	-29,375.56	-19.8%
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>228,999.93</b>	<b>248,375.49</b>	<b>-19,375.56</b>	<b>-7.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Equity				
3000 · Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 · Retained Earnings	204,944.29	224,055.92	-19,111.63	-8.5%
Net Income	-9,622.39	-9,358.46	-263.93	-2.8%
Total Equity	228,999.93	248,375.49	-19,375.56	-7.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>228,999.93</b>	<b>248,375.49</b>	<b>-19,375.56</b>	<b>-7.8%</b>



Anderson-Lee Library  
Profit & Loss  
January 2023

	<u>Jan 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1115 · NYS Library Service Aid	286.50
1122 · Fines	119.00
1123 · Copier	183.04
1124 · Fax	50.00
1125 · Dues	25.00
1126 · Misc Income	37.99
1150 · Best Sellers	31.88
1220 · Donations Unspecified	19.00
<b>Total Income</b>	<u>752.41</u>
<b>Expense</b>	
1260 · Books	128.48 0
1290 · e book/overdrive	62.50
1310 · Payroll	6,442.43
1311 · Payroll Taxes	1,782.45
1312 · Compensation Ins	179.00
1313 · Disability Ins	788.78
1315 · Cleaning	240.00
1316 · Building Maint	53.00
1320 · Insurance	289.00
1321 · Electric	307.04
1326 · Telephone	59.98
1330 · Misc Expenses	2.00
1399 · universal pre k expenses	6.39
1403 · children's program	33.75
<b>Total Expense</b>	<u>10,374.80</u>
<b>Net Ordinary Income</b>	<u>-9,622.39</u>
<b>Net Income</b>	<u><u>-9,622.39</u></u>

3:49 PM  
02/22/23  
Cash Basis

## Anderson-Lee Library

### Profit & Loss Prev Year Comparison

January 31, 2022 through January 31, 2023

	Jan 31, '22 - Jan 31, 23	Jan 31, '21 - Jan 31, 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1000 · PAYROLL PROTECTION PROGRAM	0.00	— 18,647.50	-18,647.50
1009 · Books -Donation	0.00	20.00	-20.00
1112 · Friends	1,828.00	0.00	1,828.00
1115 · NYS Library Service Aid	3,963.98	3,341.80	622.18
1117 · Chaut Catt Grant	250.00	0.00	250.00
1118 · No Chau Comm Foundation	0.00	8,788.00	-8,788.00
1119 · summer reading program	0.00	50.00	-50.00
1120 · Fund Raisers	1,417.00	1,273.00	144.00
1121 · Interest	6,003.49	2,852.04	3,151.45
1122 · Fines	1,277.18	878.94	398.24
1123 · Copier	1,338.59	1,087.68	250.91
1124 · Fax	598.71	609.72	-11.01
1125 · Dues	60.00	35.00	25.00
1126 · Misc Income	573.00	236.18	336.82
1130 · Donations General	597.43	1,767.30	-1,169.87
1132 · Northern Chaut Comm Foundation	5,480.00	0.00	5,480.00
1133 · Library System Book Plan	2,447.33	3,127.35	-680.02
1140 · Federal & State Grant	0.00	1,000.00	-1,000.00
1150 · Best Sellers	964.87	911.25	53.62
1220 · Donations Unspecified	19.00	5.00	14.00
1230 · Memorials Unspecified	155.00	1,436.12	-1,281.12
1240 · Library Proposition	98,750.00	98,750.00	0.00
1300 · universal pre k	500.00	0.00	500.00
1348 · recycling income	45.00	36.00	9.00
<b>Total Income</b>	<b>126,268.58</b>	<b>144,852.88</b>	<b>-18,584.30</b>
<b>Expense</b>			
1260 · Books	12,028.28	9,911.56	2,116.72
1270 · Serials	958.98	1,845.79	-886.81
1280 · Cd/audio/Cassettes	938.00	707.74	230.26
1290 · e book/overdrive	754.00	756.50	-2.50
1310 · Payroll	74,976.46	68,878.38	6,098.08
1311 · Payroll Taxes	22,727.85	19,732.54	2,995.31
1312 · Compensation Ins	1,149.33	1,645.50	-496.17
1313 · Disability Ins	788.78	0.00	788.78
1315 · Cleaning	875.82	573.44	302.38
1316 · Building Maint	7,082.77	27,499.54	-20,416.77
1317 · Entertainment	2,393.54	503.79	1,889.75
1318 · POSTAGE / SHIPPING	296.00	192.76	103.24
1320 · Insurance	2,884.01	3,244.81	-360.80
1321 · Electric	3,704.17	2,292.66	1,411.51
1322 · Copier Expense	3,731.83	2,249.19	1,482.64
1323 · Office Supplies	8.99	720.38	-711.39
1324 · Water & Sewer	769.49	766.94	2.55
1325 · Gas	2,355.94	2,173.48	182.46
1326 · Telephone	719.76	1,091.19	-371.43
1327 · Computer Exp	527.71	1,260.38	-732.67
1330 · Misc Expenses	605.05	756.11	-151.06
1336 · Library Supplies	424.34	195.92	228.42
1340 · Staff	175.00	280.00	-105.00
1341 · Library Staff Training	0.00	189.00	-189.00
1343 · SUMMER READING EXPENSES	576.70	1,203.91	-627.21
1399 · universal pre k expenses	6.39	0.00	6.39
1401 · program expenses	664.96	690.00	-25.04
1402 · BOOK CLUB EXPENSES	331.68	267.59	64.09
1403 · children's program	2,964.25	1,243.19	1,721.06
1404 · board games	0.00	16.15	-16.15
<b>Total Expense</b>	<b>145,420.08</b>	<b>150,888.44</b>	<b>-5,468.36</b>
<b>Net Ordinary Income</b>	<b>-19,151.50</b>	<b>-6,035.56</b>	<b>-13,115.94</b>
<b>Net Income</b>	<b>-19,151.50</b>	<b>-6,035.56</b>	<b>-13,115.94</b>

**Anderson-Lee Library**  
**Profit & Loss Prev Year Comparison**  
 January 31, 2022 through January 31, 2023

	% Change
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1000 · PAYROLL PROTECTION PROGRAM	-100.0%
1009 · Books -Donation	-100.0%
1112 · Friends	100.0%
1115 · NYS Library Service Aid	18.6%
1117 · Chaut Catt Grant	100.0%
1118 · No Chau Comm Foundation	-100.0%
1119 · summer reading program	-100.0%
1120 · Fund Raisers	11.3%
1121 · Interest	110.5%
1122 · Fines	45.3%
1123 · Copier	23.1%
1124 · Fax	-1.8%
1125 · Dues	71.4%
1126 · Misc Income	142.6%
1130 · Donations General	-66.2%
1132 · Northern Chaut Comm Foundation	100.0%
1133 · Library System Book Plan	-21.7%
1140 · Federal & State Grant	-100.0%
1150 · Best Sellers	5.9%
1220 · Donations Unspecified	280.0%
1230 · Memorials Unspecified	-89.2%
1240 · Library Proposition	0.0%
1300 · universal pre k	100.0%
1348 · recycling income	25.0%
<b>Total Income</b>	<b>-12.8%</b>
<b>Expense</b>	
1260 · Books	21.4%
1270 · Serials	-48.1%
1280 · Cd/audio/Cassettes	32.5%
1290 · e book/overdrive	-0.3%
1310 · Payroll	8.9%
1311 · Payroll Taxes	15.2%
1312 · Compensation Ins	-30.2%
1313 · Disability Ins	100.0%
1315 · Cleaning	52.7%
1316 · Building Maint	-74.2%
1317 · Entertainment	375.1%
1318 · POSTAGE / SHIPPING	53.6%
1320 · Insurance	-11.1%
1321 · Electric	61.6%
1322 · Copier Expense	65.9%
1323 · Office Supplies	-98.8%
1324 · Water & Sewer	0.3%
1325 · Gas	8.4%
1326 · Telephone	-34.0%
1327 · Computer Exp	-58.1%
1330 · Misc Expenses	-20.0%
1336 · Library Supplies	116.6%
1340 · Staff	-37.5%
1341 · Library Staff Training	-100.0%
1343 · SUMMER READING EXPENSES	-52.1%
1399 · universal pre k expenses	100.0%
1401 · program expenses	-3.6%
1402 · BOOK CLUB EXPENSES	24.0%
1403 · children's program	138.4%
1404 · board games	-100.0%
<b>Total Expense</b>	<b>-3.6%</b>
<b>Net Ordinary Income</b>	<b>-217.3%</b>
<b>Net Income</b>	<b>-217.3%</b>