

ANDERSON-LEE LIBRARY

Annual Meeting Agenda

January 23, 2023

8:00 P.M.

8:25

- I. Call to Order
- II. Attendance- collection of voting dues (\$5)
Annis, ~~Barber~~, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley
Excused-
- III. Proof of Proper Notice of Meeting ✓
- IV. Report of President ✓
- V. Report of Treasurer ✓
- VI. Report of Secretary ✓
- VII. Report of Librarian ✓
- VIII. Election of Officers and Trustees
A. Class 2026 Trustees- *Morabito & O'Connell* ✓
B. President ✓
C. Vice-President
D. Secretary
E. Treasurer ✓
- IX. Miscellaneous Business . ✓
- X. Adjournment

Year End Notes 2022

- Very successful summer reading
 - Record breaking attendance
 - Numbers have increased since reopening from Covid.
- Audio books savings
- New paint
- New accessibility computer
- Pre-K programming resumed and succeeding
- Grant allowed for the purchase of 343 new J-nonfiction books
- We hosted a student intern
- Bob has done a great job promoting and demonstrating the 3d printer
- We switched cleaning services and saved some money while also getting more for it.
- We worked with the system on the very successful Summer Reading Road trip.
- We examined all kinds of upgrades
 - Renovations
 - Generator
 - Electrical systems
- We had teen led gaming groups come in and use the library to host their clubs.
- We started a seed library with Hanover Garden Club
- Our computers were upgraded both in software and hardware.
- The friends of the library purchased us a fully loaded STEM cart.
- Christine once again helped set up some fantastic Native American events.
- We began our Paws to Read program, which has been very fun and successful.

Thank you all for another great year! :)



2022 Year end report

Beginning Balance as of 01/01/2022 257,733.95

Highlights of expenses

Payroll	74,403.14
Payroll taxes	22,628.30
Comp. insurance	1,144.33
Building maint	7,077.77
Books	13,255.72
Newspapers and mag	1,653.40
Utilities	7,400.50
Copier expenses	3,731.83
Summer reading program	576.70
Children's programs	3,001.31
Programs	6,391.49

Highlights of revenues

Friends	1,825.00
Service aid	3,677.28
CCLS Grant	250.00
Interest	6,003.49
Grape Festival	1417.00
Fines	1,223.18
Copier	1,225.44
Fax	608.71

Misc	535.01
Donations	721.91
NCCF	5,480.00
Materials plan	2,447.33
Best Sellers	1,079.99
Memorials	841.12 —
Proposition	98,750.00

Balance as of 12/31/2022

257,733.95
~~238,622.32~~
238,622.32

Anderson-Lee Library
Board of Trustees Meeting
November 21, 2022

Call to Order: 7:15 PM

Attendance: M. Morabito, G. Cole, T. Annis, M. Woolley, Fr. Dan Fiebelkorn, , R. Falcone

Excused: B. O'Connell, M. Bowers, 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 M. Morabito. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report. Maureen pointed out that payroll and taxes consumes most of our proposition funds. Motion made by R. Falcone to accept the report. Seconded by G. Cole. Motion carried.

CCLS Presentation; Janice Dekoff from the Library System presented to the group about special topics that the Library System is focusing on. We learned that due to inflation we may need to override the 2% tax cap that has been set by the State Comptroller. In order to override the tax cap we need a supermajority of Library Trustee to vote in favor of the override. After that we just require a simple majority during the proposition vote.

We learned more about the budget proposition process. The board will need to conduct a study to determine how much money is needed in order to continue library functions. Once we determine this amount we can begin to prepare for another budget proposition vote.

Director's Report:

Tyler let us know that the library has been offering a tele-health package that we received from CCLS. This kit provides everything needed for a remote doctor visit. The kit contains a laptop, blood pressure cuff, oxygen reader, etc. Patrons can now sign up to use this kit.

We are working with Chadwick Bay Property Management to clean the library. So far we are happy with the service and the price. Tina had to retire from this position due to health issues. We send Tina a thank you letter for her years of service.

New catalog training is being conducted for staff.

We obtained 2 tablets from Megan at CCLS. We have one for in-house use and the other to give away. Bob has scheduled a 3-D printing class and we will give away the table to one attendee at random.

The Native American Heritage programs are going well. We will end up with 6 programs and recently had traditional dancers at one of the programs. We appreciate the effort that Cris has put in to arranging these popular programs.

Our seed library is growing and we may have to add more storage. We are receiving many positive comments about our seed library initiative.

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

We will have a student intern from SCCS spending a few weeks here.

Motion made by R. Falcone to accept the report. Seconded by G. Cole. Motion carried.

Old Business:

- Air conditioner replacement

New Business:

- Review and adopt budget for 2023. Motion made by G. Cole, seconded by R. Falcone to approve the budget. Motion Carried.
- Minimum wage increases from \$13.40 to \$14.40 on 1/1/2023.
- We congratulated Tyler for being with us for five years!
- Fire extinguishers were inspected this year.
- Snow shoveling has been arranged for the winter.
- We will present \$25 Visa Gift cards for employees as Holiday Gifts. This will include Tina Strano.

Adjournment: 9:03 PM

Next Meeting: Monday, January 23, 2023 at 7:00 pm
Annual Meeting at 8:00 pm.

Respectfully Submitted by Gregory Cole



Director's Report

December and January 2022-2023

NEW INFORMATION

Linda underwent cataloging training from CCLS on 12/13 and 12/20. She is now able to add materials to the catalog in the event that they don't already have an existing record of any kind. This will help expedite the process of cataloging materials and get them on the shelves faster, especially if we have a big order come in all at once.

I've contacted Guarcello's about our air conditioning units. It sounds like the best thing to do is also switch our electric system around to accommodate the new units. He is working on a quote for us currently.



I'm working with the Friends of the Library to replace some damaged chairs. A few chairs in our reading area have begun to peel and break down. The other two chairs we have are stable, but dated. We will replace them with the chair on the left.

Comparing prices for printer toner has yielded savings. For the price of one cartridge from other vendors, we should be able to get a whole set. At least for our main printer. I'll try ordering from this new vendor next time and hopefully all works out and we can start saving on this.

Our fire extinguishers were examined and passed on 1/6/2023. No problems - good for another year.

All forms and sheets that staff use to record data were updated to the new year.

Our Amazon line of credit, provided by Synchrony Bank, was discontinued. Amazon chose to do their own in-house service. After some work I was able to get all the information needed and provide it, so that we could switch over to the replacement service. The new service required us to open an Amazon Business Account and use their Amazon Pay By Invoice. It's very similar to what we had, in terms of functionality. Net30 terms, invoices and only a potential 1.5% interest if payment is missed.

Amazon Smile has come to an end. This was a service that let people purchase as normal and Amazon would donate a small portion to the cause - the library in our case. We are looking for a replacement.

The seed library is up and running and people have begun to check seeds out. To help build even more interest, the Garden Club has offered to host a few classes, one in which patrons attending can actually use the library and plant seeds and another about planning the garden when it comes time to plant.

Annual report is coming up. There is a workshop Jan 25 which will detail all the changes and procedures for this year's filings.

We've been scheduling a lot of great events coming up. Mike Morton is bringing in hedgehogs in February and later in March, chickens and a lamb - always well attended. Paws to read is doing well and Storytime is bringing in more people as well.

UPK is still up and running, going smoothly. Jill has 3 classes a month that visit us at the library and she's doing a great job of running her programs as well as meeting the requests that the school have made in regards to theme and subject.

A reminder that Trustees need to have 2 hours of education in this area every year, as per New York State regulations. If you need a list or ideas regarding where to get that training, I can send it out to everyone.

3:11 PM

01/18/23

Cash Basis

Anderson-Lee Library

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	12,897.60
Total Checking/Savings	<u>12,897.60</u>
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	115,624.72
Total Other Current Assets	<u>115,724.72</u>
Total Current Assets	128,622.32
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	<u>110,000.00</u>
TOTAL ASSETS	<u>238,622.32</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	224,055.92
Net Income	-19,111.63
Total Equity	<u>238,622.32</u>
TOTAL LIABILITIES & EQUITY	<u>238,622.32</u>

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

	Dec 31, 22	Dec 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	12,897.60	2,610.56	10,287.04	394.1%
Total Checking/Savings	12,897.60	2,610.56	10,287.04	394.1%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	115,624.72	155,023.39	-39,398.67	-25.4%
Total Other Current Assets	115,724.72	155,123.39	-39,398.67	-25.4%
Total Current Assets	128,622.32	157,733.95	-29,111.63	-18.5%
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	238,622.32	257,733.95	-19,111.63	-7.4%
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	-19,111.63	-4,802.10	-14,309.53	-298.0%
Total Equity	238,622.32	257,733.95	-19,111.63	-7.4%
TOTAL LIABILITIES & EQUITY	238,622.32	257,733.95	-19,111.63	-7.4%

3:09 PM

01/18/23

Cash Basis

Anderson-Lee Library

Profit & Loss

December 2022

	<u>Dec 22</u>
Ordinary Income/Expense	
Income	
1121 · Interest	532.71
1122 · Fines	90.50
1123 · Copier	140.96
1124 · Fax	50.00
1126 · Misc Income	116.00
1130 · Donations General	132.00
1150 · Best Sellers	123.07
	<hr/>
Total Income	1,185.24
Expense	
1260 · Books	867.34
1290 · e book/overdrive	62.50
1310 · Payroll	5,428.84
1311 · Payroll Taxes	1,786.80
1315 · Cleaning	240.00
1316 · Building Maint	99.58
1317 · Entertainment	116.19
1318 · POSTAGE / SHIPPING	180.00
1320 · Insurance	289.00
1321 · Electric	311.76
1322 · Copier Expense	368.02
1323 · Office Supplies	8.99
1324 · Water & Sewer	199.68
1325 · Gas	465.09
1326 · Telephone	59.98
1327 · Computer Exp	69.00
1330 · Misc Expenses	1.10
1340 · Staff	0.00
1402 · BOOK CLUB EXPENSES	28.77
1403 · children's program	143.67
	<hr/>
Total Expense	10,726.31
Net Ordinary Income	<hr/> -9,541.07
Net Income	<hr/> <u>-9,541.07</u>

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

	Jan - Dec 22	Jan - Dec 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	3,341.80	335.68	10.0%
1117 · Chaut Catt Grant	250.00	0.00	250.00	100.0%
1118 · No Chau Comm Foundation	0.00	8,788.00	-8,788.00	-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	6,003.49	2,965.07	3,038.42	102.5%
1122 · Fines	1,223.18	908.94	314.24	34.6%
1123 · Copier	1,224.55	1,063.68	160.87	15.1%
1124 · Fax	608.71	634.85	-26.14	-4.1%
1125 · Dues	35.00	35.00	0.00	0.0%
1126 · Misc Income	535.01	236.18	298.83	126.5%
1130 · Donations General	721.91	1,757.82	-1,035.91	-58.9%
1132 · Northern Chaut Comm Foundation	5,480.00	0.00	5,480.00	100.0%
1133 · Library System Book Plan	2,447.33	3,127.35	-680.02	-21.7%
1140 · Federal & State Grant	0.00	1,000.00	-1,000.00	-100.0%
1150 · Best Sellers	1,079.99	810.69	269.30	33.2%
1220 · Donations Unspecified	0.00	5.00	-5.00	-100.0%
1230 · Memorials Unspecified	841.12	750.00	91.12	12.2%
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	45.00	36.00	9.00	25.0%
Total Income	125,667.77	144,670.88	-18,003.11	-12.4%
Expense				
1260 · Books	13,255.72	8,739.21	4,516.51	51.7%
1270 · Serials	1,653.40	1,151.37	502.03	43.6%
1280 · Cd/audio/Cassettes	938.00	817.08	120.92	14.8%
1290 · e book/overdrive	691.50	819.00	-127.50	-15.6%
1310 · Payroll	74,403.14	68,553.01	5,850.13	8.5%
1311 · Payroll Taxes	22,628.30	19,541.46	3,086.84	15.8%
1312 · Compensation Ins	1,144.33	1,659.50	-515.17	-31.0%
1315 · Cleaning	635.82	629.93	5.89	0.9%
1316 · Building Maint	7,077.77	27,531.42	-20,453.65	-74.3%
1317 · Entertainment	2,393.54	503.79	1,889.75	375.1%
1318 · POSTAGE / SHIPPING	296.00	192.76	103.24	53.6%
1320 · Insurance	2,862.01	3,230.81	-368.80	-11.4%
1321 · Electric	3,555.31	2,251.60	1,303.71	57.9%
1322 · Copier Expense	3,731.83	2,389.55	1,342.28	56.2%
1323 · Office Supplies	317.86	453.47	-135.61	-29.9%
1324 · Water & Sewer	769.49	766.94	2.55	0.3%
1325 · Gas	2,355.94	2,173.48	182.46	8.4%
1326 · Telephone	719.76	1,511.96	-792.20	-52.4%
1327 · Computer Exp	527.71	1,260.38	-732.67	-58.1%
1330 · Misc Expenses	603.05	756.11	-153.06	-20.2%
1336 · Library Supplies	469.27	150.99	318.28	210.8%
1340 · Staff	175.00	780.00	-605.00	-77.6%
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	664.96	690.00	-25.04	-3.6%
1402 · BOOK CLUB EXPENSES	331.68	267.59	64.09	24.0%
1403 · children's program	3,001.31	1,242.51	1,758.80	141.6%
1404 · board games	0.00	16.15	-16.15	-100.0%
Total Expense	145,779.40	149,472.98	-3,693.58	-2.5%
Net Ordinary Income	-19,111.63	-4,802.10	-14,309.53	-298.0%
Net Income	-19,111.63	-4,802.10	-14,309.53	-298.0%

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

January 23, 2023

7:00 P.M.

7:05 PM

7:50 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
 - B. Minimum wage is \$14.20 as of 1/1/23 ↑
 - C. Discuss Library Resolution- Forestville & Silver Creek (1/2020 only 25 residents in Forestville listed Anderson-Lee as primary Library
 - D.
 - E.
- VIII. New Business
 - A. Audit Committee
 - B. copy machine.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

701. / 10.99
1892 / 250
SC / FV

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

Our fire extinguishers were examined and passed on 1/6/2023. No problems - good for another year.

All forms and sheets that staff use to record data were updated to the new year.

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PAY For Linda / AMV etc .