

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

July 24, 2023

7:00 P.M.

7:59 pm

- I. Call to Order -
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, ~~O'Connell~~ & Woolley
Excused- Falcone
- IV. Friends Report
- V. Secretary's Report- ✓
- VI. Treasurer's Report- ✓
- VII. Librarian's Report- ✓
- VIII. Old Business
 - A. Generator Quote ✓
 - B. Grape Festival basket delivery to Library- ✓ Aug 10
 - C. Proposition review ✓
 - D.
 - E.
- IV. New Business
 - A. Construction grant application Aug 10 ✓
 - B.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- X. Adjournment

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

Anderson-Lee Library
Board of Trustees Meeting
June 26, 2023

Call to Order: 7:06 PM

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

Excused: M. Bowers

Secretary's Report: G. Cole presented the Secretary Report for May 2023. 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 R. Falcone to accept the report. Seconded by Fr. Dan Fiebelkorn.. Motion carried.

Director's Report:

Tyler informed us that we are continuing our search for Handyman and Renovation Services since we have not been able to contact our present service provider. We sent the invoice for the final payment of \$2000 for the UPK grant to SCCS.

On June 28th we will have Jim's Cleaners coming to clean the library carpets. The estimated cost is \$825.

The Summer Reading program is well underway. The library tested a new QR code signup process and this self-signup process worked very well! The summer reading program includes nine scheduled events and activities. The program will conclude on August 7th. There are weekly prizes including books and snacks.

We have arranged to have Jennifer Restivo, an elementary teacher from SCCS, to tutor children at the library every Wednesday from 9:30 – 11:30 am. The students will come from the local daycare for these tutoring sessions.

The construction grant is available again this year. There is approximately \$800,000 for system wide grants. The library will bear 10% - 25% of the total cost of selected projects. We intend to apply before the July 15 deadline. We are considering the following upgrades: AC upgrades, Electrical System upgrades, Generator addition, Repaving the parking lot.

We were made aware of an incident where the door was inadvertently left unlocked. A citizen notified law enforcement and we found no signs of forced entry or persons present. The door is now securely shut.

Old Business:

- Air conditioner replacement: Awaiting construction grant funding
- The copier is not fixable and has been disposed of.
- All Library Board members must complete 2 hours of mandated training. Tyler has sent the email link to us.
- Library Funding Proposition: We discussed the need to increase the amount of proposition funding that we receive.

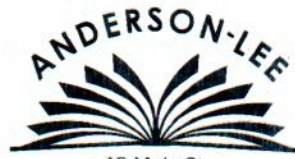
New Business:

- The Children's Day event was well attended and very successful.
- We will bring in our Grape Festival Raffle Baskets in early August so that we can begin selling tickets.

Adjournment: 7:57 PM

Next Meeting: Monday, July 24 at 7:00 pm

Respectfully Submitted by Gregory Cole



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

Director's Report

July 2023

NEW INFORMATION

1. Staff Bathroom Lights Fixed

- a. We have been having trouble with our staff bathroom lighting. At times it would take 10-20 seconds to turn on, and then, only 1 bulb. After some searching, we found someone who had the time (Tilburg Electric) to come help us. They quickly swapped out the old system and got us updated to some LED bulbs, which work very nicely.

2. Public Bathroom Toilet Fixed

- a. Our public toilet was once again having some difficulty. The toilet would not seal after being flushed and so the tank would fill continuously. A call to Guarcello's and the toilet was restored to working order within the day. No further problems.

3. Art Donation

- a. We had a very interesting piece of art donated to us. It depicts the sinking of the Eire steam ship. It's estimated that the art was produced sometime around the actual sinking, as it was created by someone who directly witnessed the event. This piece was donated by Ann Allaire and we are currently looking for a good spot to hang it.

4. Book Clearing

- a. Searching through circulation reports has revealed that a number of our books have not circulated as often as we like to see. Being so, many of these titles were able to be weeded out. Downsizing in this way brings a few benefits
 - i. High quality collection, instead of a larger, lower interest collection.
 - ii. Frees up space for newer incoming materials or materials of interest

- iii. Frees up space for potential remodel/rearrangement
- iv. Adds material to book sale and to revenue from book sale
- v. Allows us to get a better feel for what materials are of interest.

5. Construction Grant Submitted

- a. Thanks to everyone's help, we were able to submit our construction grant to the system. If approved, we will receive ~\$62,000 to put towards our AC unit replacement, electrical conversion, generator installation and parking lot restoration. We will know if we are awarded our request on August 10th. Jan Dekoff is confident that our submissions will be granted approval.

6. No Parking Signs Received

- a. To prevent people from parking in between our building and our neighboring business, we've received some "No parking" signs and have permission to install them. Just looking for someone to affix them to the side of the building now.

7. Recording in the Library Policy

- a. Due to individuals performing self-titled "1st amendment audits", we have created a policy that details filming in the library. The short version is that filming is permitted, but only with permission and then in limited capacities. The policy applies to everyone equally, who wishes to film in the library and will be applied fairly. Staff has been updated and informed as to what the policy is and we have copies available at the front desk for staff to reference or hand out should that be needed.

8. Carpet Cleaning Scheduling

- a. After a few delays, our carpets are finally due to be cleaned this coming Wednesday, the 26th, at around 12pm. Fingers crossed.

9. Overdrive Fairshare

- a. Megan from CCLS, who handles the Overdrive/Libby accounts, has sent out a document that details a cost/usage breakdown per library. We have about 3,500 checkouts per year, almost 3% of all system wide checkouts. We pay \$750 per year, but our "fair share" is more like ~\$3,000. We may want to increase this year, with what we can, and then, after our funding votes conclude, potentially increase more towards our fair share amount.

10. Bathroom ceiling tiles fixed

- a. I had long been searching for some affordable tiles for our staff bathroom ceiling. However you could only buy a box full and it was expensive. Today I found some old tiles tucked in the back and cut them to fit.

1,000

7:25 PM

07/19/23

Cash Basis

Anderson-Lee Library

Balance Sheet

As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	19,010.57
Total Checking/Savings	19,010.57
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	153,566.26
Total Other Current Assets	153,666.26
Total Current Assets	172,676.83
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	<u>282,676.83</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	44,054.51
Total Equity	282,676.83
TOTAL LIABILITIES & EQUITY	<u>282,676.83</u>

7:25 PM

07/19/23

Cash Basis

Anderson-Lee Library
Balance Sheet Prev Year Comparison
As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 · M&T Bank Checking	19,010.57	5,727.98	13,282.59	231.9%
Total Checking/Savings	19,010.57	5,727.98	13,282.59	231.9%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	153,566.26	182,233.28	-28,667.02	-15.7%
Total Other Current Assets	153,666.26	182,333.28	-28,667.02	-15.7%
Total Current Assets	172,676.83	188,061.26	-15,384.43	-8.2%
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	282,676.83	298,061.26	-15,384.43	-5.2%
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	44,054.51	40,327.31	3,727.20	9.2%
Total Equity	282,676.83	298,061.26	-15,384.43	-5.2%
TOTAL LIABILITIES & EQUITY	282,676.83	298,061.26	-15,384.43	-5.2%

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07/19/23

Cash Basis

Anderson-Lee Library

Profit & Loss

June 2023

	<u>Jun 23</u>
Ordinary Income/Expense	
Income	
1121 · Interest	623.36
1122 · Fines	90.71
1123 · Copier	66.00
1124 · Fax	90.00
1126 · Misc Income	11.00
1130 · Donations General	55.00
1150 · Best Sellers	306.84
1220 · Donations Unspecified	100.00
1230 · Memorials Unspecified	25.00
Total Income	<u>1,367.91</u>
Expense	
1260 · Books	680.18
1270 · Serials	378.56
1280 · Cd/audio/Cassettes	32.00
1290 · e book/overdrive	62.50
1310 · Payroll	6,949.69
1311 · Payroll Taxes	2,093.33
1312 · Compensation Ins	80.00
1315 · Cleaning	240.00
1320 · Insurance	273.38
1321 · Electric	349.74
1322 · Copier Expense	138.23
1323 · Office Supplies	0.00
1324 · Water & Sewer	205.20
1325 · Gas	224.81
1326 · Telephone	79.98
1336 · Library Supplies	88.66
1343 · SUMMER READING EXPENSES	29.94
1403 · children's program	83.78
Total Expense	<u>11,989.98</u>
Net Ordinary Income	<u>-10,622.07</u>
Net Income	<u><u>-10,622.07</u></u> 0

Anderson-Lee Library
Profit & Loss YTD Comparison
June 2023

Ordinary Income/Expense	Jun 23	Jan - Jun 23
Income		
1115 · NYS Library Service Aid	0.00	286.50
1118 · No Chau Comm Foundation	0.00	5,828.00
1121 · Interest	623.36	3,362.30
1122 · Fines	90.71	514.12
1123 · Copier	66.00	567.79
1124 · Fax	90.00	314.00
1125 · Dues	0.00	25.00
1126 · Misc Income	11.00	405.85
1130 · Donations General	55.00	240.00
1133 · Library System Book Plan	0.00	1,716.00
1150 · Best Sellers	306.84	487.73
1220 · Donations Unspecified	100.00	119.00
1230 · Memorials Unspecified	25.00	550.00
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	1,500.00
1348 · recycling income	0.00	14.00
Total Income	1,367.91	114,680.29
Expense		
1260 · Books	680.18	3,835.03
1270 · Serials	378.56	651.56
1280 · Cd/audio/Cassettes	32.00	418.70
1290 · e book/overdrive	62.50	379.00
1310 · Payroll	6,949.69	39,572.19
1311 · Payroll Taxes	2,093.33	11,953.14
1312 · Compensation Ins	80.00	587.00
1313 · Disability Ins	0.00	788.78
1315 · Cleaning	240.00	1,458.07
1316 · Building Maint	0.00	168.99
1317 · Entertainment	0.00	150.00
1318 · POSTAGE / SHIPPING	0.00	35.15
1320 · Insurance	273.38	1,710.38
1321 · Electric	349.74	2,026.88
1322 · Copier Expense	138.23	1,171.62
1323 · Office Supplies	0.00	0.00
1324 · Water & Sewer	205.20	397.15
1325 · Gas	224.81	2,779.72
1326 · Telephone	79.98	379.88
1327 · Computer Exp	0.00	259.93
1330 · Misc Expenses	0.00	506.92
1336 · Library Supplies	88.66	153.70
1343 · SUMMER READING EXPENSES	29.94	279.94
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	0.00	500.34
1403 · children's program	83.78	422.35
1404 · board games	0.00	32.97
Total Expense	11,989.98	70,625.78
Net Ordinary Income	-10,622.07	44,054.51
Net Income	-10,622.07	44,054.51

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07/19/23

Cash Basis

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

Ordinary Income/Expense	Jan - Jun 23	Jan - Jun 22	\$ Change	% Change
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	3,362.30	2,612.05	750.25	28.7%
1122 · Fines	514.12	512.18	1.94	0.4%
1123 · Copier	567.79	548.00	19.79	3.6%
1124 · Fax	314.00	377.84	-63.84	-16.9%
1125 · Dues	25.00	35.00	-10.00	-28.6%
1126 · Misc Income	405.85	97.48	308.37	316.3%
1130 · Donations General	240.00	478.52	-238.52	-49.9%
1132 · Northern Chaut Comm Foundation	0.00	5,480.00	-5,480.00	-100.0%
1133 · Library System Book Plan	1,716.00	1,631.56	84.44	5.2%
1150 · Best Sellers	487.73	596.14	-108.41	-18.2%
1220 · Donations Unspecified	119.00	0.00	119.00	100.0%
1230 · Memorials Unspecified	550.00	791.12	-241.12	-30.5%
1240 · Library Proposition	98,750.00	98,750.00	0.00	0.0%
1300 · universal pre k	1,500.00	0.00	1,500.00	100.0%
1348 · recycling income	14.00	22.00	-8.00	-36.4%
Total Income	114,680.29	112,715.09	1,965.20	1.7%
Expense				
1260 · Books	3,835.03	9,244.21	-5,409.18	-58.5%
1270 · Serials	651.56	821.40	-169.84	-20.7%
1280 · Cd/audio/Cassettes	418.70	670.39	-251.69	-37.5%
1290 · e book/overdrive	379.00	254.00	125.00	49.2%
1310 · Payroll	39,572.19	37,528.18	2,044.01	5.5%
1311 · Payroll Taxes	11,953.14	11,210.04	743.10	6.6%
1312 · Compensation Ins	587.00	623.00	-36.00	-5.8%
1313 · Disability Ins	788.78	0.00	788.78	100.0%
1315 · Cleaning	1,458.07	363.73	1,094.34	300.9%
1316 · Building Maint	168.99	2,660.01	-2,491.02	-93.7%
1317 · Entertainment	150.00	1,025.00	-875.00	-85.4%
1318 · POSTAGE / SHIPPING	35.15	116.00	-80.85	-69.7%
1320 · Insurance	1,710.38	1,591.34	119.04	7.5%
1321 · Electric	2,026.88	1,138.83	888.05	78.0%
1322 · Copier Expense	1,171.62	1,025.38	146.24	14.3%
1323 · Office Supplies	0.00	308.87	-308.87	-100.0%
1324 · Water & Sewer	397.15	374.38	22.77	6.1%
1325 · Gas	2,779.72	1,386.93	1,392.79	100.4%
1326 · Telephone	379.88	359.88	20.00	5.6%
1327 · Computer Exp	259.93	117.20	142.73	121.8%
1330 · Misc Expenses	506.92	201.55	305.37	151.5%
1336 · Library Supplies	153.70	226.73	-73.03	-32.2%
1343 · SUMMER READING EXPENSES	279.94	241.73	38.21	15.8%
1399 · universal pre k expenses	6.39	0.00	6.39	100.0%
1401 · program expenses	500.34	64.96	435.38	670.2%
1402 · BOOK CLUB EXPENSES	0.00	55.07	-55.07	-100.0%
1403 · children's program	422.35	778.97	-356.62	-45.8%
1404 · board games	32.97	0.00	32.97	100.0%
Total Expense	70,625.78	72,387.78	-1,762.00	-2.4%
Net Ordinary Income	44,054.51	40,327.31	3,727.20	9.2%
Net Income	44,054.51	40,327.31	3,727.20	9.2%

UTICA ↑ 12%
3,282.71