

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

May 15, 2023

7:00 P.M. 7:15 START
7:50 END

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley
Excused- Bowers, O'Connell
- IIIA Friends Report-
- IV. Secretary's Report- ✓
- V. Treasurer's Report- ✓
- VI. Librarian's Report- ✓
- VII. Old Business
 - A. air conditioner replacement
 - B. copier repair or replacement
 - C. 2 hrs continuing education
 - D. Proposition review oct 23rd
 - E.
- VIII. New Business
 - A. Children's Day Sat. June 3rd 10-2:30 ✓
 - B. ✓
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, June 19, 2023 at 7 pm



Director's Report

May 2023

NEW INFORMATION

I am pleased to provide you with the latest updates regarding our library. The following key points highlight our recent activities and accomplishments:

1. Cataloging Training:

- a. Bob has successfully completed cataloging training and will now be able to assist us in cataloging materials not already in our system.

2. New Chairs:

- a. Our new chairs have arrived and been set up without any issues. We are grateful to the Friends of the Library for their generous purchase. The old chairs have found a new home.

3. Funding for Additional Projects:

- a. In a recent conversation with Amy and Katherine Brinkman of the Friends group, they expressed interest in helping us financially with more projects. I have reevaluated our remodeling project, and the revised layout is attached below. This plan incorporates a few significant changes, resulting in a significantly lower cost.

4. Upcoming Events:

- a. We have scheduled new events for August and September. Isaiah Rashad will return to present his instructional program "How to write your empire plan," and Kathleen Contrino will share information on native plants.

5. Book Orders:

- a. Our account with Baker and Taylor has been reinstated, and book orders are now being processed without any issues.

6. Children's Festival Supplies:

- a. We currently have around 100 hacky sacks in stock for the children's festival, which should suffice for this year. If necessary, we can order additional items in a timely manner. *WLP*

7. Job Corp of Cassadaga Partnership:

- a. We have partnered with Job Corp of Cassadaga to promote their program and receive assistance from their students when needed.

8. Knitting Club:

- a. The knitting club is temporarily on pause, but due to the positive response, participants have formed their own temporary group to continue their activities.

9. Pre-K Program:

- a. The Pre-K program will conclude next month. We will submit payment for the program as the school year comes to an end.

10. Jan Dekoff replies about Grant

- a. I heard back from Jan Dekoff at the library system about the potential of using construction grants towards our various projects around the library. She affirmed that these are likely to be covered in part, the library covers 25% of the total cost. We can do all projects at once or divide them up for this grant. We don't yet have details on the dates for this year's grant schedule, however, it should be released this month sometime. I've included the following items in our grant inquiry -
 - i. Air conditioning replacement is applicable
 - ii. Electrical work is applicable
 - iii. Generator is applicable
 - iv. Parking lot fix - potentially applicable (if we say it's a safety hazard).

11. Funding for Native American Programs in November

- a. Cris and I were working to look for funding to help cover our Native American programming in November. There was some success in this. A contact of Cris' offered to potentially fund the entire month. We're working to secure this funding now.

12. Tax Funding

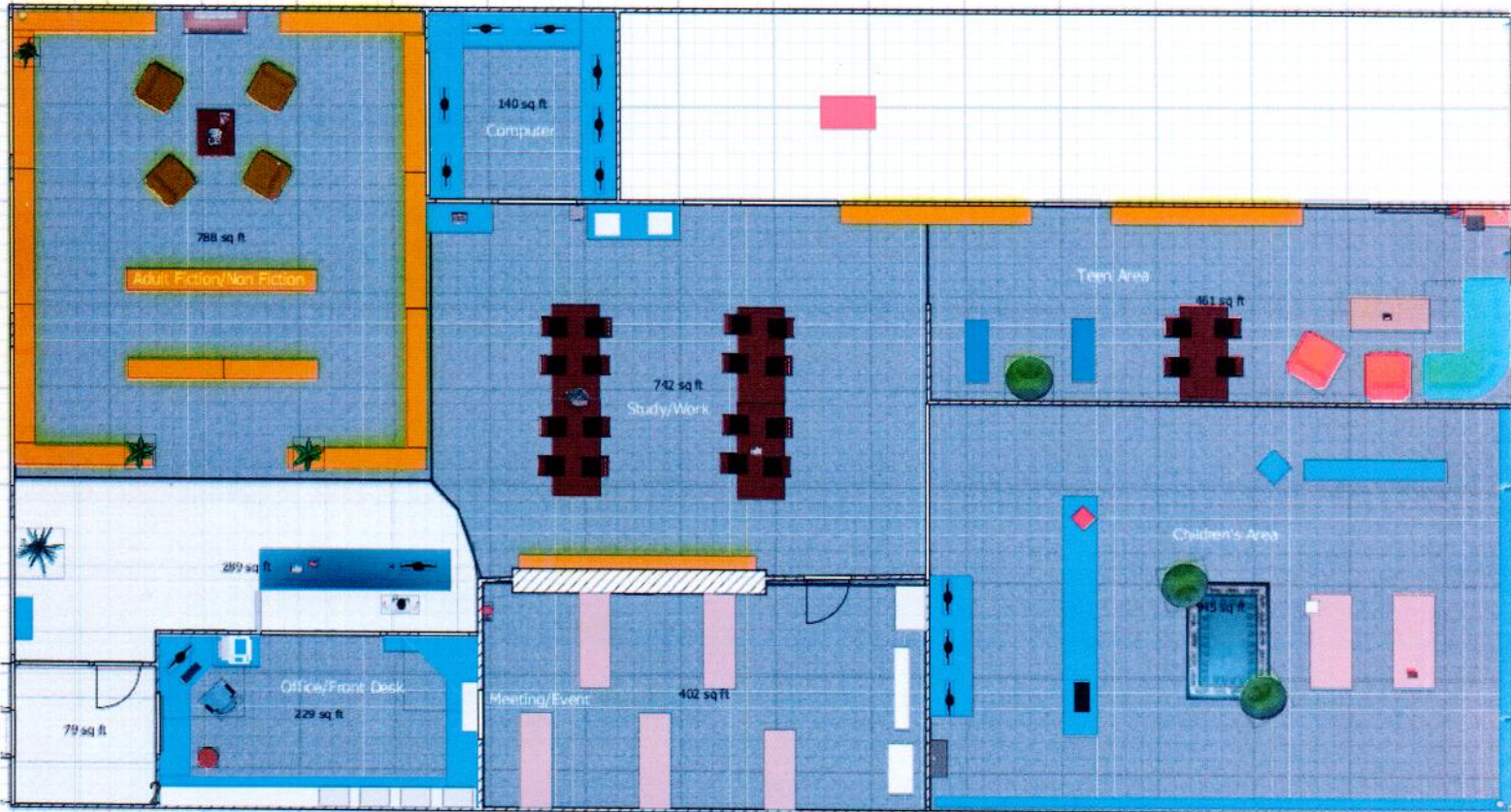
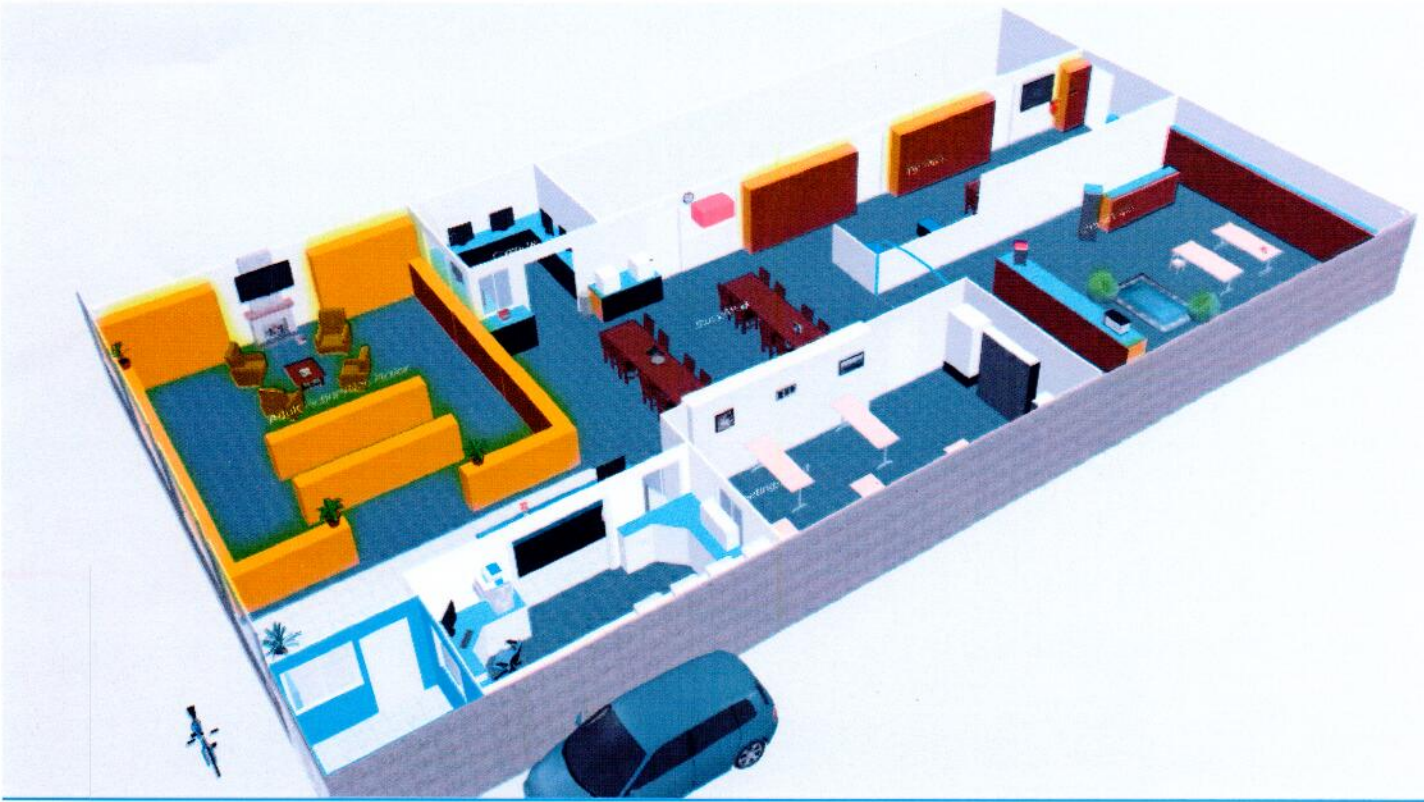
- a. There was a delay this year in receiving our check from school taxes. However, it had just arrived today and has been deposited without trouble.

13. Large Donation

- a. We've received a \$500 donation from Candace Weitz in memory of Toni Jo Martinez.

(K. Signed CD for didra's AS

b.



12:40 PM
05/10/23
Cash Basis

Anderson-Lee Library
Balance Sheet
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	7,922.71
Total Checking/Savings	7,922.71
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	87,522.50
Total Other Current Assets	87,622.50
Total Current Assets	95,545.21
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	205,545.21
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	-33,077.11
Total Equity	205,545.21
TOTAL LIABILITIES & EQUITY	205,545.21

304,545.21

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

	Apr 30, 23	Apr 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	7,922.71	5,776.29	2,146.42	37.2%
102 - M&T Bank Checking				
Total Checking/Savings	7,922.71	5,776.29	2,146.42	37.2%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	87,522.50	201,173.09	-113,650.59	-56.5%
Total Other Current Assets	87,622.50	201,273.09	-113,650.59	-56.5%
Total Current Assets	95,545.21	207,049.38	-111,504.17	-53.9%
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	205,545.21	317,049.38	-111,504.17	-35.2%
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	-33,077.11	59,315.43	-92,392.54	-155.8%
Total Equity	205,545.21	317,049.38	-111,504.17	-35.2%
TOTAL LIABILITIES & EQUITY	205,545.21	317,049.38	-111,504.17	-35.2%

12:36 PM

05/10/23

Cash Basis

Anderson-Lee Library

Profit & Loss

April 2023

	Apr 23
Ordinary Income/Expense	
Income	
1121 · Interest	858.19
1122 · Fines	234.50
1123 · Copier	85.00
1124 · Fax	96.00
1126 · Misc Income	102.00
1130 · Donations General	18.00
1150 · Best Sellers	133.07
1348 · recycling income	5.00
Total Income	1,531.76
Expense	
1260 · Books	521.24
1280 · Cd/audio/Cassettes	39.99
1290 · e book/overdrive	66.50
1310 · Payroll	6,595.32
1311 · Payroll Taxes	1,953.55
1312 · Compensation Ins	80.00
1315 · Cleaning	240.00
1316 · Building Maint	105.00
1320 · Insurance	289.00
1321 · Electric	317.56
1322 · Copier Expense	184.01
1325 · Gas	655.34
1326 · Telephone	59.98
1327 · Computer Exp	69.00
1330 · Misc Expenses	224.00
1401 · program expenses	125.00
Total Expense	11,525.49
Net Ordinary Income	-9,993.73
Net Income	-9,993.73

12:39 PM

05/10/23

Cash Basis

Anderson-Lee Library
Profit & Loss YTD Comparison
April 2023

	Apr 23	Jan - Apr 23
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	858.19	2,318.54
1122 · Fines	234.50	423.41
1123 · Copier	85.00	501.79
1124 · Fax	96.00	224.00
1125 · Dues	0.00	25.00
1126 · Misc Income	102.00	221.95
1130 · Donations General	18.00	35.00
1133 · Library System Book Plan	0.00	858.00
1150 · Best Sellers	133.07	180.89
1220 · Donations Unspecified	0.00	19.00
1300 · universal pre k	0.00	1,500.00
1348 · recycling income	5.00	5.00
Total Income	1,531.76	12,427.08
Expense		
1260 · Books	521.24	2,050.63
1270 · Serials	0.00	273.00
1280 · Cd/audio/Cassettes	39.99	201.71
1290 · e book/overdrive	66.50	254.00
1310 · Payroll	6,595.32	26,206.50
1311 · Payroll Taxes	1,953.55	7,822.64
1312 · Compensation Ins	80.00	427.00
1313 · Disability Ins	0.00	788.78
1315 · Cleaning	240.00	720.00
1316 · Building Maint	105.00	158.00
1317 · Entertainment	0.00	150.00
1320 · Insurance	289.00	1,148.00
1321 · Electric	317.56	1,361.65
1322 · Copier Expense	184.01	602.02
1324 · Water & Sewer	0.00	191.95
1325 · Gas	655.34	1,898.57
1326 · Telephone	59.98	239.92
1327 · Computer Exp	69.00	259.93
1330 · Misc Expenses	224.00	355.71
1336 · Library Supplies	0.00	20.90
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	125.00	161.16
1403 · children's program	0.00	172.76
1404 · board games	0.00	32.97
Total Expense	11,525.49	45,504.19
Net Ordinary Income	-9,993.73	-33,077.11
Net Income	-9,993.73	-33,077.11

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

	Jan - Apr 23	Jan - Apr 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	2,318.54	1,551.86	766.68	49.4%
1122 · Fines	423.41	334.86	88.55	26.4%
1123 · Copier	501.79	380.00	121.79	32.1%
1124 · Fax	224.00	241.84	-17.84	-7.4%
1125 · Dues	25.00	35.00	-10.00	-28.6%
1126 · Misc Income	221.95	3.00	218.95	7,298.3%
1130 · Donations General	35.00	331.52	-296.52	-89.4%
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	180.89	516.20	-335.31	-65.0%
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	5.00	12.00	-7.00	-58.3%
Total Income	12,427.08	110,026.38	-97,599.30	-88.7%
Expense				
1260 · Books	2,050.63	8,735.67	-6,685.04	-76.5%
1270 · Serials	273.00	821.40	-548.40	-66.8%
1280 · Cd/audio/Cassettes	201.71	480.56	-278.85	-58.0%
1290 · e book/overdrive	254.00	187.50	66.50	35.5%
1310 · Payroll	26,206.50	24,933.61	1,272.89	5.1%
1311 · Payroll Taxes	7,822.64	7,368.94	453.70	6.2%
1312 · Compensation Ins	427.00	408.00	19.00	4.7%
1313 · Disability Ins	788.78	0.00	788.78	100.0%
1315 · Cleaning	720.00	363.73	356.27	98.0%
1316 · Building Maint	158.00	1,767.81	-1,609.81	-91.1%
1317 · Entertainment	150.00	225.00	-75.00	-33.3%
1320 · Insurance	1,148.00	1,068.00	80.00	7.5%
1321 · Electric	1,361.65	782.66	578.99	74.0%
1322 · Copier Expense	602.02	726.36	-124.34	-17.1%
1323 · Office Supplies	0.00	308.87	-308.87	-100.0%
1324 · Water & Sewer	191.95	188.38	3.57	1.9%
1325 · Gas	1,898.57	973.90	924.67	95.0%
1326 · Telephone	239.92	239.92	0.00	0.0%
1327 · Computer Exp	259.93	117.20	142.73	121.8%
1330 · Misc Expenses	355.71	201.55	154.16	76.5%
1336 · Library Supplies	20.90	162.91	-142.01	-87.2%
1343 · SUMMER READING EXPENSES	0.00	96.85	-96.85	-100.0%
1399 · universal pre k expenses	6.39	0.00	6.39	100.0%
1401 · program expenses	161.16	64.96	96.20	148.1%
1402 · BOOK CLUB EXPENSES	0.00	42.92	-42.92	-100.0%
1403 · children's program	172.76	444.25	-271.49	-61.1%
1404 · board games	32.97	0.00	32.97	100.0%
Total Expense	45,504.19	50,710.95	-5,206.76	-10.3%
Net Ordinary Income	-33,077.11	59,315.43	-92,392.54	-155.8%
Net Income	-33,077.11	59,315.43	-92,392.54	-155.8%