

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

September 18, 2023

7:00 P.M.

I. Call to Order

II. Attendance

Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell, & Woolley  
Excused- Falcone

III. Secretary's Report-

IV. Friend's Report- Kathy & Candy

V. Treasurer's Report-

VI. Librarian's Report-

VII. Old Business

A. Proposition plans

B.

C.

D.

E.

VIII. New Business

A. Grape Festival & pop can recycling results

B. Forestville Fall Festival Sat. Oct. 7 shifts 10-1, 1-4, Sunday Oct. 8 shifts 10-11:30, 11:30-1:30 & 1:30-3 10'x10' space, Bring a table, chairs, raffle item?, magnets, book bags & books- have informational brochures available? Can set up Saturday 9am

C. Labor Rate & Regulation changes for 2024 (\$15/hr, then .50c increase each year for 2 yrs after)

D.

E.

F.

G.

H.

VIV. Adjournment

Next Meeting: Monday, Oct, 16, 2023 @ 7 pm





Toilet fixed.

## Director's Report

September 2023

### NEW INFORMATION

#### 1. Grant Work continues

- a. We are currently on schedule with our submissions required for the 2023 construction grant. There were some issues with SAM, which I'm told by the system we needed to reactivate our entity on, however, it seems the problems have been overcome and we're moving forward. Just waiting on a reply from SAM.

#### 2. Broadband Price Change

- a. A new deal with CCLS has been negotiated regarding our broadband internet rates. Our library share is \$40 per month for 200mbps connection speeds. The contract is for 5 years. The system will also
  - i. Cover all costs minus our share from April 1, 2024 till June 30, 2028
  - ii. File E-Rate applications on our behalf.
  - iii. Provide centralized firewall and content filtering that meets CIPA (**Children's Internet Protection Act (CIPA)**) requirements.
  - iv. DHCP and DNS configuration

#### 3. Book Sale

- a. The book sale was the largest sale we have ever held. We focused on advertising further out from our location and had people coming in from some new places. Day 1 cleared \$1,000 dollars. Overall another success. I have a card for Candy Weitz, if we could all sign it for her, to say thanks for her hard work.

#### 4. CCLS Networking Help

- a. Mike Jones recently came in with Spectrum to update some of our networking configurations. He also attempted to make our client



computers have static IP's. Seemed to work but now they aren't working at all. Bob and I are working to fix it. In the meantime, we've setup workarounds so no one is prevented from using our machines.

**5. NYLA Grant**

- a. I was able to successfully secure a \$500 grant for travel expenses to NYLA. Thanks to this, registration for the full event was totally covered. The rest of the trip is yet to be set up. I've provided a list of expenses to consider and whatever funding the library could provide would be appreciated.

<b>NYLA Conference 2023</b>			
<b>Prices Estimated</b>			
<b>Item Name</b>	<b>Amount</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Lodging	6	\$170.00	\$1,020.00
Gallons of Gas (744 miles)	30	\$3.99	\$119.70
Car rental (1 week rate)	1	\$500.00	\$500.00
<b>Grand Total</b>			<b>\$1,639.70</b>

**6. Native American Programming**

- a. I've been working with Cris as we approach November to set up our Native American events for that month. As mentioned before, we received about \$3,000 dollars in funding. We've nearly booked up 9 presenters so far with some exciting events, including Native Story times with language presentation, dancers, history, current research, corn husk dolls, children's stories, food, singers and the practice of song. With luck, we'll be able to livestream and record all events.

**7. Successful Art Presentation**

- a. Thanks to Vince Martonis, we had an excellent presentation covering Amos Wight and Ammi Farnham. There were many pieces of original artwork on display and the talk covered their lives, works and plenty of local history. We had around 40 people in attendance and we were able to have it shown live online, with around 200 views.

**8. Grape Festival Total**

- a. I've counted up the results and we received \$1,041 for the Grape Festival Raffle. Compared to last year, the total was \$1,337, so fairly consistent results. Thank you all for your help on this event. All winners have been called and notified of their prizes. Some people even won twice!



Anderson-Lee Library  
Board of Trustees Meeting  
August 21, 2023

**Call to Order:** 7:06 PM

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

**Excused:** M. Bowers

**Secretary's Report:** G. Cole presented the Secretary Report for July 2023. Motion made by G. Barber to accept the report. Seconded by M. Morabito. Motion carried.

**Treasurer's Report:** M. Morabito delivered the Treasurer's Report. Maureen voiced a concern about the unexpectedly high electric bill(s).

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

**Director's Report:**

Our carpets were cleaned by Jim's Cleaners. The computer management software issue was fixed. Jeff from the CCLS assisted with that project.

We have been approved by the CCLS for the full amount that we requested for the Construction Grant! Our projects cost \$82,931. The grant will cover \$62,198. The library will have to cover the remaining \$20,733. Here is the list of the projects:

- Two new AC units
- Generator & Installation  
Electrical Conversion (for new AC units)
- Parking Lot refinishing

Tyler and Cris have secured \$2900 in funding to support our November Native American month programming. This funding will allow us to host about 10 events, advertise those events, and provide refreshments.

The public toilet issues have continued. Guarcellos has adjusted the valve arm and we will see if that resolves the current problem. *DLI W*

The Forestville Fall Festival will be held on October 7 and 8. We hope to be able to show videos and pictures of our events at this year's festival.





Tyler has applied for the NYLA grant and hopes to receive \$500 to cover attendance costs for this event.

The summer reading program has concluded. We had a very successful program and brought in more than 500 attendees for our summer program events!

The Grape Festival is coming up soon. Please sign up for your shifts and bring in your baskets.

We did receive an art print as a donation. We hope to have our art collection appraised at some time in the near future.

We have raised our contribution to Overdrive to \$1,750.

We received a new accessibility computer from CCLS.

Cris is starting a genealogy group.

G. Cole made a motion to approve the Library Director's report. Seconded by G. Barber.  
Motion Carried

**Old Business:**

- Construction Grant application.
- Grape Festival
- Proposition Review
- 

**New Business:**

- Grape Festival Work Hours Schedule will be sent out by G. Cole (9/15 – 9/17)
- Forestville Fall Festival. Oct 7 & 8.

**Adjournment:** 7:33 PM

Next Meeting: Monday, September 18 at 7:00 pm

Respectfully Submitted by Gregory Cole



6:57 PM

09/13/23

Cash Basis

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

	Aug 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	14,830.20
Total Checking/Savings	14,830.20
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	143,566.26
Total Other Current Assets	143,666.26
Total Current Assets	158,496.46
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
<b>TOTAL ASSETS</b>	<b>268,496.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	29,874.14
Total Equity	268,496.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>268,496.46</b>

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

Cash Basis  
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	ASSETS
	Current Assets
	Checking/Savings
11,132.25	101 - M&T Bank Checking
24,020.20	Total Checking/Savings
	Other Current Assets
107.00	108 - Petty Cash
143,868.36	204 - Vanguard GMMB
143,868.36	Total Other Current Assets
154,995.46	Total Current Assets
	Other Assets
110,000.00	1047 - Capital Fund
110,000.00	Total Other Assets
264,995.46	TOTAL ASSETS
	LIABILITIES & EQUITY
	Equity
33,878.03	3000 - Opening Bal Equity
204,941.36	3000 - Retained earnings
20,074.14	Net Income
258,893.53	Total Equity
264,995.46	TOTAL LIABILITIES & EQUITY

Aug 31, 23

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

	Aug 31, 23	Aug 31, 22	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
102 - M&T Bank Checking	14,830.20	7,859.18	6,971.02	88.7%
Total Checking/Savings	14,830.20	7,859.18	6,971.02	88.7%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	143,566.26	163,395.14	-19,828.88	-12.1%
Total Other Current Assets	143,666.26	163,495.14	-19,828.88	-12.1%
Total Current Assets	158,496.46	171,354.32	-12,857.86	-7.5%
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%
<b>TOTAL ASSETS</b>	<b>268,496.46</b>	<b>281,354.32</b>	<b>-12,857.86</b>	<b>-4.6%</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	29,874.14	23,620.37	6,253.77	26.5%
Total Equity	268,496.46	281,354.32	-12,857.86	-4.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>268,496.46</b>	<b>281,354.32</b>	<b>-12,857.86</b>	<b>-4.6%</b>

ACCOUNT DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
STOCKS & BONDS	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
SAVINGS	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
REAL ESTATE	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
IRAS	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
RETIREMENT	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
ARTS & COLLECTIBLES	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
CRYPTOCURRENCY	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
COMMODITIES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
CASH	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
LIABILITIES	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
NET WORTH	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00

Balance Sheet Pre-Test Comparison

6:49 PM

09/13/23

Cash Basis

# Anderson-Lee Library

## Profit & Loss

August 2023

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	<u>Aug 23</u>
Ordinary Income/Expense	
Income	
1115 · NYS Library Service Aid	2,584.80
1122 · Fines	117.00
1123 · Copier	126.98
1124 · Fax	43.80
1126 · Misc Income	3,225.50
1130 · Donations General	532.00
1133 · Library System Book Plan	858.00
1150 · Best Sellers	68.65
1230 · Memorials Unspecified	25.00
1348 · recycling income	8.00
<b>Total Income</b>	<u>7,589.73</u>
Expense	
1260 · Books	1,101.10
1270 · Serials	422.00
1290 · e book/overdrive	62.50
1310 · Payroll	6,545.51
1311 · Payroll Taxes	1,962.68
1315 · Cleaning	240.00
1316 · Building Maint	1,441.36
1321 · Electric	529.30
1323 · Office Supplies	39.42
1325 · Gas	139.59
1326 · Telephone	79.98
1330 · Misc Expenses	44.00
1341 · Library Staff Training	490.00
1343 · SUMMER READING EXPENSES	237.59
1401 · program expenses	350.00
1402 · BOOK CLUB EXPENSES	50.52
1403 · children's program	20.00
<b>Total Expense</b>	<u>13,755.55</u>
<b>Net Ordinary Income</b>	<u>-6,165.82</u>
<b>Net Income</b>	<u><u>-6,165.82</u></u>





**Anderson-Lee Library**  
**Profit & Loss YTD Comparison**  
**August 2023**

	Aug 23	Jan - Aug 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1000 · PAYROLL PROTECTION PROGRAM	0.00	320.67
1115 · NYS Library Service Aid	2,584.80	2,871.30
1118 · No Chau Comm Foundation	0.00	5,828.00
1121 · Interest	0.00	3,362.30
1122 · Fines	117.00	693.55
1123 · Copier	126.98	780.77
1124 · Fax	43.80	415.80
1125 · Dues	0.00	25.00
1126 · Misc Income	3,225.50	3,670.35
1130 · Donations General	532.00	772.00
1133 · Library System Book Plan	858.00	2,574.00
1150 · Best Sellers	68.65	622.42
1220 · Donations Unspecified	0.00	119.00
1230 · Memorials Unspecified	25.00	575.00
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	3,500.00
1348 · recycling income	8.00	27.00
<b>Total Income</b>	<b>7,589.73</b>	<b>124,907.16</b>
<b>Expense</b>		
1260 · Books	1,101.10	5,275.16
1270 · Serials	422.00	1,073.56
1280 · Cd/audio/Cassettes	0.00	418.70
1290 · e book/overdrive	62.50	504.00
1310 · Payroll	6,545.51	52,465.10
1311 · Payroll Taxes	1,962.68	15,838.21
1312 · Compensation Ins	0.00	907.00
1313 · Disability Ins	0.00	788.78
1315 · Cleaning	240.00	1,938.07
1316 · Building Maint	1,441.36	1,912.47
1317 · Entertainment	0.00	150.00
1318 · POSTAGE / SHIPPING	0.00	38.58
1320 · Insurance	0.00	1,710.38
1321 · Electric	529.30	2,883.96
1322 · Copier Expense	0.00	1,430.51
1323 · Office Supplies	39.42	39.42
1324 · Water & Sewer	0.00	397.15
1325 · Gas	139.59	3,074.31
1326 · Telephone	79.98	539.84
1327 · Computer Exp	0.00	328.93
1330 · Misc Expenses	44.00	580.92
1336 · Library Supplies	0.00	153.70
1341 · Library Staff Training	490.00	490.00
1343 · SUMMER READING EXPENSES	237.59	517.53
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	350.00	850.34
1402 · BOOK CLUB EXPENSES	50.52	50.52
1403 · children's program	20.00	636.52
1404 · board games	0.00	32.97
<b>Total Expense</b>	<b>13,755.55</b>	<b>95,033.02</b>
<b>Net Ordinary Income</b>	<b>-6,165.82</b>	<b>29,874.14</b>
<b>Net Income</b>	<b>-6,165.82</b>	<b>29,874.14</b>

Anderson-Lee Library  
Profit & Loss YTD Comparison  
August 2023

0:52 PM  
08/13/23  
Cash Bank

	Aug 23	Jan - Aug 23
<b>Net Income</b>	<b>2,185.85</b>	<b>28,874.44</b>
<b>Net Ordinary Income</b>	<b>-8,182.85</b>	<b>28,874.44</b>
<b>Total Expense</b>	<b>12,728.85</b>	<b>98,029.88</b>
<b>Income</b>		
1404 - board games	0.00	25.87
1403 - children's program	0.00	406.95
1402 - BOOK CLUB EXPENSE	80.85	20.22
1401 - program expenses	380.00	888.24
1399 - universal pre k expenses	0.00	6.28
1343 - SUMMER READING EXPENSES	237.88	617.33
1344 - Library Staff Training	480.00	480.00
1338 - Library Supplies	0.00	132.70
1330 - Misc Expenses	44.00	500.85
1327 - Computer Exp	0.00	258.89
1328 - Telephone	73.88	280.84
1326 - Gas	100.88	3,074.31
1324 - Water & Sewer	0.00	387.18
1323 - Office Supplies	38.42	38.42
1322 - Copier Expense	0.00	1,430.91
1321 - Electric	529.50	2,888.88
1320 - Insurance	0.00	1,710.28
1318 - POSTAGE / SHIPPING	0.00	28.88
1317 - Entertainment	0.00	180.00
1316 - Building Maint	1,441.28	1,012.45
1315 - Cleaning	240.00	1,989.01
1314 - Disability Ins	0.00	788.78
1312 - Compensation Ins	0.00	907.00
1311 - Payroll Taxes	1,683.88	18,038.21
1310 - Payroll	8,848.81	83,468.10
1300 - book/investive	83.00	204.00
1280 - Audio/Cassettes	0.00	418.70
1270 - Genals	422.00	1,072.88
1260 - Books	1,101.10	8,378.18
<b>Expense</b>		
1348 - recycling income	0.00	21.00
1300 - universal pre k	0.00	2,800.00
1240 - Library Proposition	0.00	98,750.00
1230 - Memorials Unspecified	28.00	87.00
1220 - Donations Unspecified	0.00	118.00
1210 - Best Sellers	88.65	523.45
1130 - Library System Book Pkgs	828.00	2,874.00
1120 - Donations General	332.00	775.00
1128 - Misc Income	3,021.20	3,870.28
1126 - Dues	0.00	28.00
1124 - Fax	43.80	418.80
1123 - Copier	128.88	780.72
1122 - Fines	117.00	883.88
1121 - Interest	0.00	3,297.20
1118 - No Chan Comm Foundation	0.00	3,828.00
1115 - NYS Library Service Aid	2,294.80	3,871.20
1000 - FAYROLL PROTECTION PROGRAM	0.00	320.81
<b>Ordinary Income/Expense</b>		
<b>Total Income</b>	<b>1,288.95</b>	<b>124,807.18</b>

**Anderson-Lee Library**  
**Profit & Loss Prev Year Comparison**  
**August 2023**

	Aug 23 /	Aug 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1112 · Friends	0.00	1,328.00	-1,328.00	-100.0%
1115 · NYS Library Service Aid	2,584.80	3,394.28	-809.48	-23.9%
1117 · Chaut Catt Grant	0.00	250.00	-250.00	-100.0%
1121 · Interest	0.00	576.96	-576.96	-100.0%
1122 · Fines	117.00	137.00	-20.00	-14.6%
1123 · Copier	126.98	243.59	-116.61	-47.9%
1124 · Fax	43.80	83.87	-40.07	-47.8%
1126 · Misc Income	3,225.50	24.73	3,200.77	12,942.9%
1130 · Donations General	532.00	25.39	506.61	1,995.3%
1133 · Library System Book Plan	858.00	0.00	858.00	100.0%
1150 · Best Sellers	68.65	98.40	-29.75	-30.2%
1230 · Memorials Unspecified	25.00	0.00	25.00	100.0%
1348 · recycling income	8.00	6.00	2.00	33.3%
<b>Total Income</b>	<b>7,589.73</b>	<b>6,168.22</b>	<b>1,421.51</b>	<b>23.1%</b>
<b>Expense</b>				
1260 · Books	1,101.10	119.87	981.23	818.6%
1270 · Serials	422.00	0.00	422.00	100.0%
1290 · e book/overdrive	62.50	62.50	0.00	0.0%
1310 · Payroll	6,545.51	5,840.38	705.13	12.1%
1311 · Payroll Taxes	1,962.68	1,952.98	9.70	0.5%
1312 · Compensation Ins	0.00	172.00	-172.00	-100.0%
1315 · Cleaning	240.00	0.00	240.00	100.0%
1316 · Building Maint	1,441.36	595.70	845.66	142.0%
1321 · Electric	529.30	431.97	97.33	22.5%
1322 · Copier Expense	0.00	540.92	-540.92	-100.0%
1323 · Office Supplies	39.42	0.00	39.42	100.0%
1325 · Gas	139.59	29.29	110.30	376.6%
1326 · Telephone	79.98	59.95	20.03	33.4%
1327 · Computer Exp	0.00	369.89	-369.89	-100.0%
1330 · Misc Expenses	44.00	20.00	24.00	120.0%
1341 · Library Staff Training	490.00	0.00	490.00	100.0%
1343 · SUMMER READING EXPENS...	237.59	128.38	109.21	85.1%
1401 · program expenses	350.00	0.00	350.00	100.0%
1402 · BOOK CLUB EXPENSES	50.52	0.00	50.52	100.0%
1403 · children's program	20.00	14.87	5.13	34.5%
<b>Total Expense</b>	<b>13,755.55</b>	<b>10,338.70</b>	<b>3,416.85</b>	<b>33.1%</b>
<b>Net Ordinary Income</b>	<b>-6,165.82</b>	<b>-4,170.48</b>	<b>-1,995.34</b>	<b>-47.8%</b>
<b>Net Income</b>	<b>-6,165.82</b>	<b>-4,170.48</b>	<b>-1,995.34</b>	<b>-47.8%</b>

