

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

February 26, 2024

7:00 P.M.

7:11 PM / 7:51 PM

- I. Call to Order
- II. Attendance
- III. Annis, ~~Barber~~, Bowers, Cole, Falcone, ~~Fiebelkorn~~, Morabito, O'Connell & Woolley
Excused-
- IV. Secretary's Report- ✓
- V. Treasurer's Report- ✓
- VI. Librarian's Report- ✓
- VII. Old Business
 - A. Discuss Library Resolution Postpone till next year
 - B. 2 hrs continuing education ✓
 - C. Audit Committee
 - D.
 - E.
- VIII. New Business
 - A. Send Proposition Fund request ✓
 - B.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, March 18, 2023 at 7 pm



Director's Report

February 2024

NEW INFORMATION

1. Data Wiring Project Going ahead

- a. Working with Mike from the CCLS, we've secured a deal with Advent to rewire our data systems. This would normally cost us around \$15,000, however, thanks to a collective purchase deal, the cost to our library is only around \$2,000. This upgrade will make sure our systems are more stable, faster, easier to modify and also bring them up to date and reduce redundancies. We are on the schedule and work should begin the week of March 4th. ☺

2. Searching for New Bookmarks

- a. We were running low on promotional bookmarks. I've tried contacting Hae Jude a few times, however, there's a message saying they're closed due to illness and the estimated time of reopening seems to have come and gone. I'm working with Arkwright Printing to get a new bundle printed up for us. Not sure about the cost yet, we haven't received a quote. ~~~

3. More solar glasses ordered

- a. Our solar glasses went very fast! Demand has not decreased. I'm now in contact with the county, attempting to secure free or greatly discounted glasses to distribute here. No word yet though. In the meantime I've ordered another 100 pairs. ☺

4. Computer Upgrades

- a. Some of our computers, both patron and staff, have begun to display boot up errors. Hard drive failure is the main suspect. To that end, I've been working with Mike to order the best size/price for our machines. We should have 10 new patrons and 3 staff hard drives (250 gb and 500 gb respectively), on the way.

5. Laptop Upgrades

- a. I've also been talking to Mike about upgrading our laptops. These machines are old, however, upgrading RAM and the hard drives would bring them right up to

speed. He's fairly certain we can get them done for about \$25 a piece. With 16 laptops this should be about \$400 for the project. Mike also was seeing if he could get funding from the system to help, so long as we loan them out when needed to other libraries.

6. Another Yearbook ad

- a. Another year, another yearbook ad. I will send in the order for the usual half-page ad for us. This year will be \$95.00. *U*

7. Annual Report Nearly finished

- a. Annual report was submitted successfully. The bulk of it is all set, just a few corrections remain and we can resubmit. Should be no trouble.

8. SCCS Check Requested

- a. I have requested a check be sent for our UPK programs so far. This would be for two months worth of programming at this point. I've yet to hear anything back on this issue. At the start of March I'll call again and inquire further.

9. New Art

- a. We are getting some excellent new artwork around our library. Thanks to Rich Erdle, cousin of Linda Beach. Rich is part of a non-profit. In order to maintain their status, they need a place to host an exhibit and we were a great fit. The artwork will be periodically swapped out with new pieces, at no cost to us. *we*

10. Candy Bar and Book sales going great

- a. Our candy bar sales and book sale room are off to a good start after the dissolution of the friends. Thanks to Candy's help, our chocolate bars are averaging about \$300 a month so far and \$200 for the book sales. We are looking forward to continued interest and growth.

11. Possible dumpster rental

- a. Our storage space is nearing its limits. Some of this space is taken up by long unused items and some of those are rather large, like old tables or fixtures. We've tried giving these away in the past, but this doesn't always work. I'd like to explore renting a dumpster and doing some spring cleaning, if everyone is okay with that.

12. Community Service Hours

- a. We recently helped Angelica Delgado reach her community service requirements. She was able to give us 12 hours and 45 minutes of her time.

13. Card from Cris

- a. There is a card from Cristine if you get the chance to read it.

Anderson-Lee Library
Balance Sheet
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	28,443.23
Total Checking/Savings	28,443.23
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	123,199.12
Total Other Current Assets	123,299.12
Total Current Assets	151,742.35
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	261,742.35
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	222,044.81
Net Income	6,019.51
Total Equity	261,742.35
TOTAL LIABILITIES & EQUITY	261,742.35

Anderson-Lee Library

Balance Sheet Prev Year Comparison

As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
102 - M&T Bank Checking	28,443.23	3,275.21	25,168.02	768.4%
Total Checking/Savings	28,443.23	3,275.21	25,168.02	768.4%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	123,199.12	116,128.67	7,070.45	6.1%
Total Other Current Assets	123,299.12	116,228.67	7,070.45	6.1%
Total Current Assets	151,742.35	119,503.88	32,238.47	27.0%
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	261,742.35	229,503.88	32,238.47	14.1%
LIABILITIES & EQUITY				
Equity				
3000 - Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 - Retained Earnings	222,044.81	204,944.29	17,100.52	8.3%
Net Income	6,019.51	-9,118.44	15,137.95	166.0%
Total Equity	261,742.35	229,503.88	32,238.47	14.1%
TOTAL LIABILITIES & EQUITY	261,742.35	229,503.88	32,238.47	14.1%

9:17 PM

02/21/24

Cash Basis

Anderson-Lee Library

Profit & Loss

January 2024

	Jan 24
Ordinary Income/Expense	
Income	
1112 · Friends	17,968.01
1120 · Fund Raisers	33.00
1122 · Fines	259.39
1123 · Copier	137.00
1124 · Fax	25.00
1126 · Misc Income	4.00
1130 · Donations General	137.00
1150 · Best Sellers	81.20
1160 · book room	352.00
1230 · Memorials Unspecified	70.00
Total Income	19,066.60
Expense	
1260 · Books	1,224.73
1270 · Serials	278.20
1310 · Payroll	6,532.14
1311 · Payroll Taxes	1,952.13
1312 · Compensation Ins	57.58
1315 · Cleaning	120.00
1316 · Building Maint	58.50
1320 · Insurance	113.42
1321 · Electric	375.37
1322 · Copier Expense	1,637.52
1323 · Office Supplies	68.72
1326 · Telephone	79.99
1334 · Circulation Desk Merchandise	216.00
1401 · program expenses	325.00
1403 · children's program	7.79
Total Expense	13,047.09
Net Ordinary Income	6,019.51
Net Income	6,019.51

Anderson-Lee Library

Profit & Loss Prev Year Comparison

January 2024

	Jan 24	Jan 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
1112 · Friends	17,968.01	0.00	17,968.01	100.0%
1115 · NYS Library Service Aid	0.00	286.50	-286.50	-100.0%
1120 · Fund Raisers	33.00	0.00	33.00	100.0%
1121 · Interest	0.00	503.95	-503.95	-100.0%
1122 · Fines	259.39	119.00	140.39	118.0%
1123 · Copier	137.00	183.04	-46.04	-25.2%
1124 · Fax	25.00	50.00	-25.00	-50.0%
1125 · Dues	0.00	25.00	-25.00	-100.0%
1126 · Misc Income	4.00	37.99	-33.99	-89.5%
1130 · Donations General	137.00	0.00	137.00	100.0%
1150 · Best Sellers	81.20	31.88	49.32	154.7%
1160 · book room	352.00	0.00	352.00	100.0%
1220 · Donations Unspecified	0.00	19.00	-19.00	-100.0%
1230 · Memorials Unspecified	70.00	0.00	70.00	100.0%
Total Income	19,066.60	1,256.36	17,810.24	1,417.6%
Expense				
1260 · Books	1,224.73	128.48	1,096.25	853.3%
1270 · Serials	278.20	0.00	278.20	100.0%
1290 · e book/overdrive	0.00	62.50	-62.50	-100.0%
1310 · Payroll	6,532.14	6,442.43	89.71	1.4%
1311 · Payroll Taxes	1,952.13	1,782.45	169.68	9.5%
1312 · Compensation Ins	57.58	179.00	-121.42	-67.8%
1313 · Disability Ins	0.00	788.78	-788.78	-100.0%
1315 · Cleaning	120.00	240.00	-120.00	-50.0%
1316 · Building Maint	58.50	53.00	5.50	10.4%
1320 · Insurance	113.42	289.00	-175.58	-60.8%
1321 · Electric	375.37	307.04	68.33	22.3%
1322 · Copier Expense	1,637.52	0.00	1,637.52	100.0%
1323 · Office Supplies	68.72	0.00	68.72	100.0%
1326 · Telephone	79.99	59.98	20.01	33.4%
1330 · Misc Expenses	0.00	2.00	-2.00	-100.0%
1334 · Circulation Desk Merchandise	216.00	0.00	216.00	100.0%
1399 · universal pre k expenses	0.00	6.39	-6.39	-100.0%
1401 · program expenses	325.00	0.00	325.00	100.0%
1403 · children's program	7.79	33.75	-25.96	-76.9%
Total Expense	13,047.09	10,374.80	2,672.29	25.8%
Net Ordinary Income	6,019.51	-9,118.44	15,137.95	166.0%
Net Income	6,019.51	-9,118.44	15,137.95	166.0%

Anderson-Lee Library Annual Board Meeting
January 22, 2024

Call to Order: 8:03 pm

Attendance: T. Annis, G. Barber, M. Woolley, G. Cole, M. Morabito, R. Falcone and M. Bowers

Excused: B. O'Connell, D. Fiebelkorn

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: Marianne Bowers and Fr. Dan Fiebelkorn
- President: Mark Woolley
- Vice President: Marianne Bowers
- Secretary: Gregory Cole
- Treasurer: Maureen Morabito

A motion was made by R. Falcone and seconded by G. Barber to elect the slate of officers as presented. Motion carried.

Motion to adjourn at 8:20 pm. by M. Bowers, seconded by G. Cole. Motion carried.

Respectfully Submitted by Gregory Cole

Anderson-Lee Library
Board of Trustees Meeting
January 22, 2024

Call to Order: 7:12 PM

Attendance: M. Morabito, G. Cole, M. Bowers, R. Falcone, G. Barber, M. Woolley, T. Annis

Excused: Fr. Dan Fiebelkorn, B. O'Connell

Secretary's Report: Report was not available.

Treasurer's Report: M. Morabito delivered the Treasurer's Report.
Motion made by M. Bowers to accept the report. Seconded by R. Falcone. Motion carried.

Director's Report:

The village has been providing snow plowing for the library. They're doing the front walkway as well.

Fire extinguisher inspection is completed. All fire extinguishers are in working order.

We have a new printer. Our old printer fell into disrepair and had to be replaced.

Minimum wage is now \$15.00 / hr.

We received \$32,000 in funds from the recently disbanded "Friends" group. These funds have been deposited in to our account. Some former members of the Friends group will continue doing the book sale and candy sale.

We had concerns about our increased electrical costs. Fortunately, we were able to negotiate a lower supply cost which will result in a significant reduction in our monthly expense.

The Annual Report is due on February 16th. Tyler will be overseeing the report.

We have received our tax forms and have re-established our free Tax aide program for the community.

Tyler has been working on obtaining glasses for the April 8th eclipse.

There has been an increase in NYS Library aid and we are still on track for our construction funding too.

Mike Jones of the CCLS is working with us on rewiring options which will increase our bandwidth. We will be covering 15% of the total cost.

We are scheduled for another year of UPK funding.

M. Bowers made a motion to approve the Library Director's report. Seconded by R. Falcone.
Motion Carried

Old Business:

- The air conditioner replacement is part of our construction grant proposal.
- Minimum wage has increased to \$15 / hour.
- We discussed the Library proposal. We had looked at a total of \$177,500, with a split of 80/20% between SC and Forestville. This would result in an increase of \$43,250 for SC and a new contribution of \$35,500 for Forestville.

New Business:

- Audit Committee – Greg and Marianne will conduct the audit following our Feb 27 meeting.
- We received a nice “Thank You” card from Cristine Huff. We learned that she is now running two successful book clubs!
- In light of the 6% increase to minimum wage, Marianne made a motion to increase the pay of Jill, Amy, and Linda by 6%. Seconded by Greg. Motion carried.

Adjournment: 8:01 PM

Next Meeting: Monday, February 27, 2024 at 7 pm.

Respectfully Submitted by Gregory Cole