

ANDERSON-LEE LIBRARY

Annual Meeting Agenda

January 22, 2024

8:00 P.M.

8:03 pm

- 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 2027 Trustees- Bowers, Falcone, & Fiebelkorn +3 years
 - B. President - Mark Woolley
 - C. Vice-President - Marjane Bower
 - D. Secretary - Greg Cole
 - E. Treasurer - Maurro Morabito
- IX. Miscellaneous Business -
- X. Adjournment ✓ 8:20 pm

2023

In Review

- We had the largest book sale in our history.
- Another successful Native American Month.
 - 3,000 dollars in grant funding
 - Nearly 200 in attendance
 - 7 Presenters
- Obtained aid from the Village with our snow removal service.
- Added new policies
 - Weeding
 - Challenged Materials
 - Recording in Library
- Lost and gained Bob
- Carpets Cleaned
- Network and Computer Management software upgrade
- Grant approval for construction work for ~62,000
 - Helps with -
 - Air Conditioner Replacement
 - Generator
 - Driveway Repair
- Updated our Overdrive payments to reflect usage
- Worked towards increasing the library Proposition
- Secured another year of UPK
- We provided brand new reading area chairs
- A very successful and busy Knitting and Crochet program and group have formed.
- We explored remodeling the library and searched for contractors
- The seed library gained media attention and enjoys community interest.
- We fixed toilets, lights and ceiling tiles
- More aggressive weeding of our stacks to make room for more current materials
- Library usage has increased overall from last 2022
- Our community saved \$1,214,413.31 cumulatively by using the library!

Paper

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

January 22, 2024

7:00 P.M.

7:12 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 \$15.00 as of 1/1/24
 - C. Discuss Library Resolution- Forestville & Silver Creek (1/2020 only 25 residents in Forestville listed Anderson-Lee as primary Library)
 - D. Book room usage & sales
 - E.
- VIII. New Business
 - A. Audit Committee ✓ Grogg Marrant ✓
 - B.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment 8:00 pm

26th?

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

ALL NOVELS BOOK CLUB, established 2016

Submitted by Cristine Huff

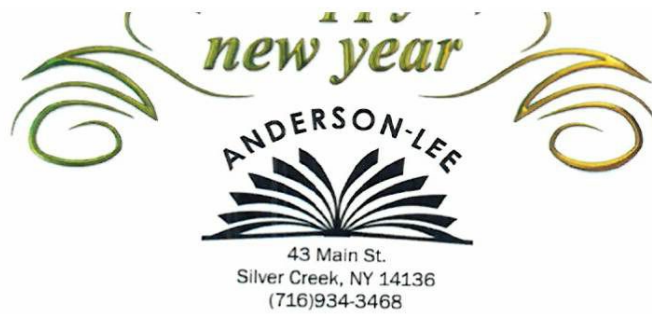
There are two (2) book clubs with maximum memberships. The afternoon book club, consisting of mostly retired members, has a total number of 12 members. We have a new member for the 2024 year. There are eleven (11) women and one (1) man who make up the membership.

The evening book club consists of members who are still working in their chosen field of employment; and has a total number of 13 members. There are twelve (12) women and one (1) man who make up the membership. One (1) of the women is a retiree who attends when she is living in the area. This member also has opened her home to the entire membership in August when we do not meet officially for the book club. The August picnic is off site.

January through June the book clubs meet at the library to engage in robust discussions regarding the books we have read. January is dedicated to our Winter Gathering. It is very important that the book club utilize January for our gathering. Both book clubs meet together socially and form a friendly bond that binds us as one book club. Two (2) months out of the year, January and August, we have our gathering as one (1) book club. Typically, the book clubs meet separately the rest of the year. We take a break during July and August because many people are too busy to attend. It makes more sense to take off the month of July and August while members are engaged in family outings. We have a summer picnic in August at one (1) of the members' homes.

There are selected dates, throughout our year, that the book clubs come together on a Wednesday, when the library is closed, to watch a movie that corresponds to a book we have read. These meeting dates help build friendships and guarantee a high level of commitment among our members.

We reconvene in September and continue through December reading books the club has voted on. The November book is always chosen to reflect the Native American Heritage month programs which we host in November. This also encourages members to attend the programs for the Native American Heritage month, as well as "advertise" our library!



Director's Report

January 2024 —

NEW INFORMATION

1. Snow Plow Aid

- a. We have received help from the town in regards to plowing our parking lot. Thanks to the help of Mr. Hornburg, we have been added to the list of areas the town services plow. I was told that our parking lot alone would be plowed, however, it seems the town is also helping up by hitting our front walkway as well. This is a fantastic help for the winter costs. Most other contractors were charging around \$1,800 for the season.
- b. However, the town is not getting close enough to the building and the boy who shoveled for us last year is no longer able to do it. I may have some other kids in town that want to help out with this if possible.

2. Fire Extinguishers Updated

- a. Our fire extinguishers have already been checked and found to be in working order. Good for another year.

3. New Printer

- a. Unfortunately our main printer had encountered some problems, which we were originally told was due to the toner cartridges and not the printer itself. However, it turned out to be the latter. After some research and comparison we found a good new machine that was a nice balance between function and price. If toner costs stay the same, our costs per page printed should be around .07 cents a page and the machine itself should last us for around 6-10 years.

4. Minimum Wage has Increased

- a. Minimum wage is now at \$15.00/hr. Payroll has been updated accordingly.
- b. From New York State's information...

- i. "In addition to this increase, recent amendments to the Labor Law provide further increases by \$0.50 per year on January 1, 2025 and January 1, 2026. As required by Labor Law § 652(2), the Commissioner filed proposed regulations to amend existing wage orders.

- c. We should consider possible changes to the pay rates for Linda, Jill and Amy as well, if possible. ✓

5. Friends of the Library Fund Transferral

- a. We have received the entirety of the Friends of the Library's funding they had raised for us over the years. These have been deposited into our accounts. This was about \$32,000. -

6. Book Sale (and misc sales) Transferral

- a. With the closure of the FOL, we are now responsible for our own sales. This requires us to collect and pay sales tax on our book sale (outside the few instances of tax-free sales we are allowed over the course of a year). We will also need to collect sales tax on miscellaneous items like our candy bars and the remaining goods stocked from the Friends. -
- b. Marueen has applied for this permission to collect sales tax.
- c. Candy Weitz has volunteered to continue running the book sale room and candy sales.
 - i. Staff will collect income as usual. ✓
 - ii. Prices will remain unchanged.
 - iii. She will deliver us the money once a month to be deposited and Kathy Brinkman will help track it and break down income/taxes.
 - iv. We will deposit the money into our account and pay taxes as needed.

7. Energy Savings

- a. We recently addressed concerns about increased energy costs by investigating potential issues with our electrical system. Fortunately, after discussions with our energy provider, we ruled out any need for repairs. Additionally, we collaborated to secure the lowest possible supply costs, resulting in a significant reduction in our monthly expenses. .

8. Annual Report

- a. It's due February 16th. The actual report software is yet to open, so we can't yet get started, but it will soon. The CCLS will send word just as soon as we can access the report.

9. Tax Documents In

- a. We have received our tax forms and instructional booklets for patrons.

10. Tax Program

- a. We have once again set up our free Tax aide program to allow anyone to come in and get free assistance with their tax forms/issues. This is through the VITA group once again

11. Eclipse Glasses

- a. I'm trying to obtain some Eclipse Glasses to hand out to our patrons for the upcoming 2024 solar eclipse. I've reached out to the Martz Observatory and they've offered to sell us some for \$1.00 a pair. I'm thinking about picking up 100 pairs. There are less expensive options however, I don't want to get uncertified, low quality glasses and have people get injured.

12. Increase in State Library Aid

- a. 102.1 Million this year.
 - i. May cause the Senate and Assembly to increase further.
- b. 34 million in State Construction funding.
- c. We are still on track for our construction funding.

13. Data Wiring Project

- a. We were recently visited by Mike Jones of the CCLS. He was exploring rewiring options for our electronic systems. This would increase speed, update equipment and reduce inefficiencies. Due to an agreement with e-Rate, we would only be required to cover 15% of the costs, which would bring us to the quote of ~2,300 for the whole project. The total project would cost ~15,000 normally.

14. UPK Programming

- a. We are scheduled for another year of UPK programming. We were scheduled to start but due to instructor illness and school closings, we have yet to officially begin. However, Jill is ready and everything is good to go.

End of the Year Stats

<i>Item</i>	<i>2022</i>	<i>2023</i>
Patron Visits	10,823	13,505
Reference Questions	778	692
Program Attendance	1,396	2,178
Computer Use	1,234	1,355
Programs	120	167
Circulation	-	-
Books	2856	2944
DVD	951	937
Audiobooks	89	106

3:02 PM

01/21/24

Cash Basis

Anderson-Lee Library

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	23,087.19
Total Checking/Savings	23,087.19
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	123,199.12
Total Other Current Assets	123,299.12
Total Current Assets	146,386.31
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	256,386.31
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	17,763.99
Total Equity	256,386.31
TOTAL LIABILITIES & EQUITY	256,386.31

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

	Dec 31, 23	Dec 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	23,087.19	12,897.60	10,189.59	79.0%
102 - M&T Bank Checking				
Total Checking/Savings	23,087.19	12,897.60	10,189.59	79.0%
Other Current Assets				
105 - Petty Cash	100.00	100.00	0.00	0.0%
204 - Vanguard GNMA	123,199.12	115,624.72	7,574.40	6.6%
Total Other Current Assets	123,299.12	115,724.72	7,574.40	6.6%
Total Current Assets	146,386.31	128,622.32	17,763.99	13.8%
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	256,386.31	238,622.32	17,763.99	7.4%
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	17,763.99	-19,111.63	36,875.62	193.0%
Total Equity	256,386.31	238,622.32	17,763.99	7.4%
TOTAL LIABILITIES & EQUITY	256,386.31	238,622.32	17,763.99	7.4%

Anderson-Lee Library
Profit & Loss
December 2023

	Dec 23
Ordinary Income/Expense	
Income	
1117 · Chaut Catt Grant	490.00
1121 · Interest	536.29
1130 · Donations General	200.00
1150 · Best Sellers	52.65
Total Income	1,278.94
Expense	
1280 · Cd/audio/Cassettes	133.92
1290 · e book/overdrive	125.00
1310 · Payroll	6,287.83
1311 · Payroll Taxes	1,903.12
1313 · Disability Ins	805.90
1315 · Cleaning	120.00
1316 · Building Maint	310.00
1320 · Insurance	642.00
1321 · Electric	391.08
1322 · Copier Expense	78.20
1323 · Office Supplies	0.00
1324 · Water & Sewer	233.65
1325 · Gas	392.77
1326 · Telephone	79.98
1327 · Computer Exp	69.00
1330 · Misc Expenses	70.00
1336 · Library Supplies	35.96
1340 · Staff	250.00
1401 · program expenses	297.60
1403 · children's program	115.57
Total Expense	12,341.58
Net Ordinary Income	-11,062.64
Net Income	-11,062.64

3:01 PM

01/21/24

Cash Basis

Anderson-Lee Library
Profit & Loss YTD Comparison
December 2023

	Dec 23	Jan - Dec 23
Ordinary Income/Expense		
Income		
1000 · PAYROLL PROTECTION PROGRAM	0.00	320.67
1112 · Friends	0.00	32,110.10
1115 · NYS Library Service Aid	0.00	2,871.30
1117 · Chaut Catt Grant	490.00	490.00
1118 · No Chau Comm Foundation	0.00	5,828.00
1120 · Fund Raisers	0.00	1,041.00
1121 · Interest	536.29	6,835.16
1122 · Fines	0.00	1,435.05
1123 · Copier	0.00	1,261.77
1124 · Fax	0.00	673.98
1125 · Dues	0.00	25.00
1126 · Misc Income	0.00	3,684.04
1130 · Donations General	200.00	1,163.00
1133 · Library System Book Plan	0.00	3,432.00
1150 · Best Sellers	52.65	935.94
1220 · Donations Unspecified	0.00	139.00
1230 · Memorials Unspecified	0.00	885.00
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	3,500.00
1348 · recycling income	0.00	41.00
Total Income	1,278.94	165,422.01
Expense		
1260 · Books	0.00	8,005.29
1270 · Serials	0.00	1,567.56
1280 · Cd/audio/Cassettes	133.92	727.94
1290 · e book/overdrive	125.00	816.50
1310 · Payroll	6,287.83	78,670.95
1311 · Payroll Taxes	1,903.12	23,514.59
1312 · Compensation Ins	0.00	907.00
1313 · Disability Ins	805.90	1,594.68
1315 · Cleaning	120.00	2,401.91
1316 · Building Maint	310.00	2,984.46
1317 · Entertainment	0.00	150.00
1318 · POSTAGE / SHIPPING	0.00	234.57
1320 · Insurance	642.00	3,672.38
1321 · Electric	391.08	4,736.74
1322 · Copier Expense	78.20	1,904.61
1323 · Office Supplies	0.00	94.51
1324 · Water & Sewer	233.65	833.51
1325 · Gas	392.77	3,467.08
1326 · Telephone	79.98	859.76
1327 · Computer Exp	69.00	511.91
1330 · Misc Expenses	70.00	1,465.91
1336 · Library Supplies	35.96	277.76
1340 · Staff	250.00	250.00
1341 · Library Staff Training	0.00	2,142.17
1343 · SUMMER READING EXPENSES	0.00	581.44
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	297.60	4,119.93
1402 · BOOK CLUB EXPENSES	0.00	136.37
1403 · children's program	115.57	989.13
1404 · board games	0.00	32.97
Total Expense	12,341.58	147,658.02
Net Ordinary Income	-11,062.64	17,763.99
Net Income	-11,062.64	17,763.99

2023 END OF YEAR REPORT

BEGINNING BALANCE 01/01/2023 238662.32

HIGHLIGHTS OF EXPENSES

PAYROLL,TAX,DISABILITY,COMP 104687.58

BOOKS,EBOOK,AUDIO,DVD,

NEWSPAPERS, MAGAZINES 11117.29

UTILITIES 9897.09

BUILDING MAINT. CLEANING 5386.37

PROGRAMS 6009.84

HIGHLIGHTS OF REVENUE

FRIENDS 32110.10 ✓

LIBRARY AID 2871.30

NCCF 5828.00

CC GRANT 490.00

FOG 1041.00

INTEREST 6835.16

FINES,COPIER,FAX 3370.08

MISC INCOME, DONATIONS,MEMORIALS 6806.98

PROP 98750.00

UPK 3500.00

BALANCE AS OF 12/31/2023 256386.31