

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

June 17, 2024

7:00 P.M.

7:06 pm

7:33 pm

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley
Excused- Bowers
- IV. Secretary's Report- ✓
- V. Treasurer's Report- ✓
- VI. Librarian's Report- ✓
- VII. Old Business
 - A. 2 hrs continuing education ✓
 - B.
 - C.
 - D.
 - E.
- VIII. New Business
 - A. Children's Day Sat. June 3rd 10-2:30 results ✓
 - B. Grape Festival raffle basket discussion ✓
 - C. Shannon Matsen UPL contact -
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, July 15, 2024 at 7 pm

Anderson-Lee Library
Board of Trustees Meeting
April 15, 2024

Call to Order: 7:20PM

Attendance: Annis, Bowers, Falcone, Morabito, O'Connell and Woolley

Excused: Cole, Barber, Fiebelkorn

Secretary's Report: Secretary report reviewed. Motion to approve by Falcone, seconded by O'Connell. Motion carried.

Treasurer's Report: Treasurer report reviewed. Motion to approve by Bowers, seconded by O'Connell. Motion carried.

Director's Report:

Data Wiring Project completed and now up to date.

Library was closed for day of eclipse.

Jeff from CCLS is working on computer updates.

Many new art pieces are on display at the library.

The back door lock has been replaced.

Continuing to explore options on vendor to work with.

Tyler is working to convert the library logo to a high resolution image.

We continue to explore options for remote lockers for indoor or outdoor.

Many successful programs held at the library include, beekeeping class, garden planning, Morton's baby animals and making a popsicle bird feeder. 160 patrons attended events this month.

Entrance restoration and enhancement is in the process.

Motion to accept by Bowers, second by Falcone. Motion carried.

Old Business:

- A. Tyler sent reminder link for continuing education for Board members
- B. According to Observer article, three libraries have a proposition going up for vote
- C. April 21-27 – National Volunteer Week. Will provide gift cards for volunteers.
- D. Outdoor cleanup is scheduled

New Business:

- A. Garden Fair – May 18, 9am – 4pm

Adjournment: 7:50 PM

Next Meeting: Monday, May 20, 2024 at 7pm

Respectfully Submitted by Rose Ann Falcone

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

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	2,238.37
Total Checking/Savings	<u>2,238.37</u>
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	111,911.59
Total Other Current Assets	<u>112,011.59</u>
Total Current Assets	<u>114,249.96</u>
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	<u>110,000.00</u>
TOTAL ASSETS	<u>224,249.96</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	222,044.81
Net Income	-31,472.88
Total Equity	<u>224,249.96</u>
TOTAL LIABILITIES & EQUITY	<u>224,249.96</u>

Anderson-Lee Library Balance Sheet Prev Year Comparison As of May 31, 2024

	May 31, 24	May 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	2,238.37	29,913.20	-27,674.83	-92.5%
102 · M&T Bank Checking				
Total Checking/Savings	2,238.37	29,913.20	-27,674.83	-92.5%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	111,911.59	152,942.90	-41,031.31	-26.8%
Total Other Current Assets	112,011.59	153,042.90	-41,031.31	-26.8%
Total Current Assets	114,249.96	182,956.10	-68,706.14	-37.6%
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	224,249.96	292,956.10	-68,706.14	-23.5%
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	-31,472.88	54,333.78	-85,806.66	-157.9%
Total Equity	224,249.96	292,956.10	-68,706.14	-23.5%
TOTAL LIABILITIES & EQUITY	224,249.96	292,956.10	-68,706.14	-23.5%

Anderson-Lee Library
Profit & Loss
May 2024

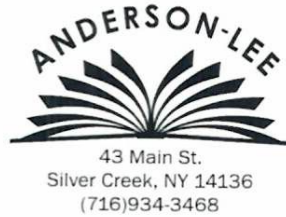
	May 24
Ordinary Income/Expense	
Income	
1121 · Interest	975.59
1122 · Fines	52.50
1123 · Copier	309.65
1124 · Fax	68.23
1126 · Misc Income	197.20
1130 · Donations General	21.00
1133 · Library System Book Plan	1,757.50
1150 · Best Sellers	64.28
1160 · book room	237.00
1348 · recycling income	10.00
Total Income	3,692.95
Expense	
1260 · Books	520.02
1290 · e book/overdrive	125.00
1310 · Payroll	7,285.68
1311 · Payroll Taxes	2,163.27
1312 · Compensation Ins	76.00
1315 · Cleaning	260.55
1316 · Building Maint	82.19
1320 · Insurance	321.00
1321 · Electric	346.05
1322 · Copier Expense	724.59
1323 · Office Supplies	16.56
1325 · Gas	309.99
1326 · Telephone	79.98
1327 · Computer Exp	2,545.66
1330 · Misc Expenses	85.97
1343 · SUMMER READING EXPENSES	22.00
1401 · program expenses	132.74
1403 · children's program	84.61
Total Expense	15,181.86
Net Ordinary Income	-11,488.91
Net Income	-11,488.91

Anderson-Lee Library
Profit & Loss YTD Comparison
May 2024

	May 24	Jan - May 24
Ordinary Income/Expense		
Income		
1112 · Friends	0.00	17,968.01
1118 · No Chau Comm Foundation	0.00	6,044.00
1120 · Fund Raisers	0.00	33.00
1121 · Interest	975.59	3,168.78
1122 · Fines	52.50	972.08
1123 · Copier	309.65	796.65
1124 · Fax	68.23	260.23
1125 · Dues	0.00	30.00
1126 · Misc Income	197.20	284.91
1130 · Donations General	21.00	240.00
1133 · Library System Book Plan	1,757.50	2,044.70
1134 · Library Merchandise	0.00	656.00
1150 · Best Sellers	64.28	368.09
1160 · book room	237.00	1,375.00
1230 · Memorials Unspecified	0.00	195.00
1348 · recycling income	10.00	18.00
Total Income	3,692.95	34,454.45
Expense		
1260 · Books	520.02	3,984.47
1270 · Serials	0.00	635.42
1280 · Cd/audio/Cassettes	0.00	256.68
1290 · e book/overdrive	125.00	500.00
1310 · Payroll	7,285.68	35,075.92
1311 · Payroll Taxes	2,163.27	10,475.32
1312 · Compensation Ins	76.00	357.67
1315 · Cleaning	260.55	888.54
1316 · Building Maint	82.19	762.43
1320 · Insurance	321.00	1,401.33
1321 · Electric	346.05	1,317.00
1322 · Copier Expense	724.59	2,439.63
1323 · Office Supplies	16.56	228.07
1324 · Water & Sewer	0.00	189.34
1325 · Gas	309.99	1,214.60
1326 · Telephone	79.98	399.91
1327 · Computer Exp	2,545.66	2,951.17
1330 · Misc Expenses	85.97	507.28
1334 · Circulation Desk Merchandise	0.00	432.00
1336 · Library Supplies	0.00	129.85
1343 · SUMMER READING EXPENSES	22.00	399.60
1401 · program expenses	132.74	905.74
1402 · BOOK CLUB EXPENSES	0.00	65.99
1403 · children's program	84.61	409.37
Total Expense	15,181.86	65,927.33
Net Ordinary Income	-11,488.91	-31,472.88
Net Income	-11,488.91	-31,472.88

Anderson-Lee Library Profit & Loss Prev Year Comparison January through May 2024

	Jan - May 24	Jan - May 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%
1118 · No Chau Comm Foundation	6,044.00	5,828.00	216.00	3.7%
1120 · Fund Raisers	33.00	0.00	33.00	100.0%
1121 · Interest	3,168.78	2,738.94	429.84	15.7%
1122 · Fines	972.08	423.41	548.67	129.6%
1123 · Copier	796.65	501.79	294.86	58.8%
1124 · Fax	260.23	224.00	36.23	16.2%
1125 · Dues	30.00	25.00	5.00	20.0%
1126 · Misc Income	284.91	394.85	-109.94	-27.8%
1130 · Donations General	240.00	185.00	55.00	29.7%
1133 · Library System Book Plan	2,044.70	1,716.00	328.70	19.2%
1134 · Library Merchandise	656.00	0.00	656.00	100.0%
1150 · Best Sellers	368.09	180.89	187.20	103.5%
1160 · book room	1,375.00	0.00	1,375.00	100.0%
1220 · Donations Unspecified	0.00	19.00	-19.00	-100.0%
1230 · Memorials Unspecified	195.00	525.00	-330.00	-62.9%
1240 · Library Proposition	0.00	98,750.00	-98,750.00	-100.0%
1300 · universal pre k	0.00	1,500.00	-1,500.00	-100.0%
1348 · recycling income	18.00	14.00	4.00	28.6%
Total Income	34,454.45	113,312.38	-78,857.93	-69.6%
Expense				
1260 · Books	3,984.47	3,154.85	829.62	26.3%
1270 · Serials	635.42	273.00	362.42	132.8%
1280 · Cd/audio/Cassettes	256.68	386.70	-130.02	-33.6%
1290 · e book/overdrive	500.00	316.50	183.50	58.0%
1310 · Payroll	35,075.92	32,965.30	2,110.62	6.4%
1311 · Payroll Taxes	10,475.32	9,859.81	615.51	6.2%
1312 · Compensation Ins	357.67	507.00	-149.33	-29.5%
1313 · Disability Ins	0.00	788.78	-788.78	-100.0%
1315 · Cleaning	888.54	1,218.07	-329.53	-27.1%
1316 · Building Maint	762.43	168.99	593.44	351.2%
1317 · Entertainment	0.00	150.00	-150.00	-100.0%
1318 · POSTAGE / SHIPPING	0.00	35.15	-35.15	-100.0%
1320 · Insurance	1,401.33	1,437.00	-35.67	-2.5%
1321 · Electric	1,317.00	1,677.14	-360.14	-21.5%
1322 · Copier Expense	2,439.63	1,033.39	1,406.24	136.1%
1323 · Office Supplies	228.07	0.00	228.07	100.0%
1324 · Water & Sewer	189.34	191.95	-2.61	-1.4%
1325 · Gas	1,214.60	2,554.91	-1,340.31	-52.5%
1326 · Telephone	399.91	299.90	100.01	33.4%
1327 · Computer Exp	2,951.17	259.93	2,691.24	1,035.4%
1330 · Misc Expenses	507.28	506.92	0.36	0.1%
1334 · Circulation Desk Merchandise	432.00	0.00	432.00	100.0%
1336 · Library Supplies	129.85	65.04	64.81	99.7%
1343 · SUMMER READING EXPENSES	399.60	250.00	149.60	59.8%
1399 · universal pre k expenses	0.00	6.39	-6.39	-100.0%
1401 · program expenses	905.74	500.34	405.40	81.0%
1402 · BOOK CLUB EXPENSES	65.99	0.00	65.99	100.0%
1403 · children's program	409.37	338.57	70.80	20.9%
1404 · board games	0.00	32.97	-32.97	-100.0%
Total Expense	65,927.33	58,978.60	6,948.73	11.8%
Net Ordinary Income	-31,472.88	54,333.78	-85,806.66	-157.9%
Net Income	-31,472.88	54,333.78	-85,806.66	-157.9%



Director's Report
May and June 2024

NEW INFORMATION

1. **New Display and Merchandise**
 - a. We are converting our old card catalog into a display. The plan is to get a sturdy piece of plexiglass or glass cut to the size of our countertop space to make a transparent display case out of our main desk. We plan on displaying merchandise with QR codes here so people can see them when checking out. Just trying to source a good price/material for the counter top. ✖
2. **New Shop online and running**
 - a. Our new merchandise store is up and running. I was able to sign up with <https://www.spreadshirt.com/>. We have a great range of clothing, cups and other merchandise we can now offer. This is all print on demand, so we don't have to deal with inventory, delivery or anything else on that end.
 - b. Bob and Linda tested it out on their own whim and the shirts turned out great with good turnaround time, taking only about a week from order to delivery.
 - c. The shop was able to be directly integrated into our own website. This means that users will not have to navigate away from our own library site to the shop site, avoiding confusion or worry that it's not officially our shop. People can navigate our site and buy merchandise seamlessly.
 - d. I'm just getting our tax/bank info added before publicizing it widely.
3. **Children's Fair Results**
 - a. We had a good showing at the Children's Fair. In addition to the help from our Board, Amy Jill and Bob we were able to attend and help make the day a success. We even made some candy bar money this year and I didn't hear about anyone blowing away in the wind this time. Bob was able to make a large amount of buttons and distribute them. We were also able to get people interested in signing up for the Summer Reading Program.
4. **FOIA Requests**
 - a. We had a new situation arise involving FOIA requests. A company out of Pennsylvania, called FOIA Buddy, sent us 6 separate freedom of information requests. These requests were aimed at various topics, such as our printer and copier expenses, our IT budget and personnel, etc etc.
 - b. The emails had an unusual tone about them so I contacted our library system colleagues to see what they thought. The company itself seems as legitimate as it can be and the request files (pdf) didn't seem to contain anything malicious.
 - c. Since we are an Association Library (not governmental) we are exempt from such requests. Additionally, since most of the information requested was found in our publicly posted documents on our website, **the official request was denied** and he was directed to those documents.
 - d. As a result of all this I am working to create a new policy that will handle such events in the future. ♣
5. **Book Locker Project**
 - a. I've been in contact with Forestville Schools and the Post Office, regarding a host location.

- b. The Post Office cited potential liability issues and at this point was not interested in working with us on this project.
 - c. The schools have yet to get back to me, however, it is the end of the year and I know things are busy for them. I'm waiting till school is officially out for the summer and I'll try again.
 - d. In the meantime I will start branching out and contacting some of the businesses on main and see if they might yield some new inroads.
 - e. I've also made contact with James O'Connell of Imagine Forestville, who has offered his aid in this matter.
- 6. Computers upgraded**
- a. Our computers were upgraded by Jeff from the system. We have new hardware, both ram and harddrives in our office and public computers. This should help us make the most out of the machines and get some more time out of them, as opposed to buying totally new units.
- 7. Entrance Restoration**
- a. I have been attempting to get our entry-way some new drywall installed. However, I have not gotten a call back from anyone just yet. Once it's completed, we are exploring the option of having a mural done on the wall, by one of our local artists.
- 8. SCCS Volunteers planned but canceled**
- a. We were scheduled to have some end-of-the-school-year volunteers coming down from SCCS sometime in June. However, scheduling issues from the school arose and our volunteers had to cancel. We were pleased to learn they were considering helping and look forward to the next chance that arises.
- 9. Volunteer Week**
- a. We sent out thank you cards with gift cards (\$50) included to the following volunteers:
 - i. Candy Weitz
 - ii. Tom Sharrow
 - iii. Jason Mirek
- 10. New Cleaning Service**
- a. Colleen Mckenna
 - b. \$75 per clean (vs our previous \$125 per clean).
 - c. As agreed upon in our emails, I have canceled our previous service and hired Colleen to help us with cleaning. She will clean twice monthly, same as the other company. I've given her a key and I am arranging for our key to be returned from the other company.
 - d. I have also ordered the supplies and tools she needs to do her best work.
 - e. Colleen will start Wednesday, June 19th.
- 11. Library Landscaping Complete**
- a. Cleanup and beautification of our front lawn landscaping was completed recently by Tom Sharrow. Everything looks great and the landscaping has once again brought us a nice looking library for patrons and passersby to enjoy.
- 12. Programs**
- a. Invasive plant species
 - b. Coloring for All
 - c. Story Times with Jill and Amy
 - d. Special Story Time with local Author and Librarian Dawn Swanson
 - e. Knitting Club
 - f. Lots of upcoming activities for Summer Reading as always.
 - g. Since our last meeting our programs and events have brought in 200 people to the library!