

Weedsport Free Library
Regular Board Meeting Minutes
Date: 2/10/2022

Present via Zoom: Ted Ball, Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Megan Quill, Paul Reichhart, Samantha Black and Linda Quinn

Present via Zoom: Sarah Pickering

Absent: Kimberly Springer

-Meeting called to order by Wendy at 6:30 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve of the January 2022 Board meeting minutes by Don, 2nd by Paul, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – variances from budget to actual were discussed. Variances will begin to decrease throughout the year. The heating bill was discussed noting decreased energy costs in January compared to the prior year; a potential benefit of the new energy system.

*Motion by Chris, 2nd by Bob, all in favor.

Director's report: Samantha Black and Linda Quinn

- Patron visits and digital circulations continue to be fairly low comparative to Pre-Covid times. The cold weather may also be a contributing factor to the decline in visits.
- Samantha, Cheryl and Heather are all working on completing the Annual Report due to NYS on February 28th.
- Samantha will be working on the Outreach Mini Grant to apply for the community movie series once the Annual report is submitted.
- There are no changes to the Library's COVID guidelines at this time. The Library will continue to be consistent with the school's policy and require masking for staff and patrons. Guidelines will be revisited in March.

Children's Programs:

- Author, Joni Lincoln, came for a book reading of her book "Maud the Erie House dog" on January 15th. Seven patrons attended this event.
- Author, Sharon Hann, came for a visit concerning her book "Hope Faith Love." Two patrons attended this session.
- The "Read to Koa" program was held on January 22nd. 11 patrons attended this event. The Citizen wrote an article highlighting the event.

*Megan moved to accept the Director's report, 2nd by Paul, all in favor.

Committees:

***Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer and Samantha Black

- Discussed potential need for an AED. The library is not required to have an AED machine as events, historically, do not exceed the minimum required to have an AED on hand. Chris noted the Fire department has an AED in the emergency vehicle. The option of the Library being an extension of the existing AED services was discussed. After discussions, it was determined the Library did not need to purchase an AED machine at this time.

***Buildings and Grounds:** Ted Ball, Don Burdick and Paul Reichhart

- The backroom has been organized.
- Window repair and ceiling drywall repairs needed were discussed.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Samantha Black

- None.

***Fundraising:** Bob Kelley

- Bob provided an update on the lawn signs. Signs can be made for as low as \$13.95. Potentially including signs as incentive to purchase a defined number of used books.
- Discussed potential fundraiser with Arby's in 2022 if conditions improve related to the pandemic.

Next meeting is March 10, 2022 at 6:30 PM.

At 7:20 P.M., Don moved to Adjourn, 2nd by Ted. All in favor.

Respectfully submitted by Sarah

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Insurance signups
- Charity knitting group
- Tutoring
- Senior Cinema
- Little League Meeting
- Lego Club

January 2022

- Linda attended the Directors Support zoom meeting on Tuesday, 1/11.
- Samantha attended the Directors zoom meeting on Wednesday, 1/19.
- Samantha facilitated Book Club on Tuesday, 1/11.
- Samantha attended the DEI (IDEA) Committee meeting, Wednesday 1/26.
- Senior Cinema: 3 participants
- 2022 Reading Challenge

January Children's Programs 2022

- Story Time sessions are once again not being attended in January.
- Linda attended the FLLS Member Library Support Group Zoom meeting on Jan. 11.
- Author, Joni Lincoln, came for a book reading of her book "Maud the Erie House dog" on Jan. 15. There were 7 who attended this program.
- The "Read to Koa" program was held on Jan. 22. There were 11 attending including a reporter from The Citizen who wrote an article that was in the following day's newspaper.
- Lego Club was held on Jan. 26 with 1 attending.
- Author, Sharon Hann, came for a visit concerning her book "Hope Faith Love". There were 2 attending.

Weedsport Free Library
Balance Sheet
January 31, 2022

ASSETS

Current Assets		
Key - Checking #4047	\$	4,369.06
Key - Public Tax Money #2802		58,600.16
Key Restricted Svgs #0148		165,453.54
Cash on Hand		200.00
Total Current Assets		228,622.76
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		(356,719.10)
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		6,775.16
Total Other Assets		6,775.16
Total Assets	\$	476,081.14

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	23.48
Payroll Taxes		40.04
Pension Payable		65.01
Restricted Funds - Friends		6,755.68
Restricted Funds-Jr. Friends		1,229.36
Total Current Liabilities		8,113.57
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		8,113.57
Capital		
Surplus - Capital		448,937.76
Retained Earnings		27,346.85
Net Income		(8,317.04)
Total Capital		467,967.57
Total Liabilities & Capital	\$	476,081.14

Weedspport Free Library
Budget Income Statement
For the One Month Ending January 31, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues	\$	\$	\$			
Cayuga County	0.00	0.00	0.00	0.00	0.00	0.00
Town of Brutus	0.00	0.00	0.00	0.00	0.00	0.00
Village	0.00	0.00	0.00	0.00	0.00	0.00
School District	0.00	0.00	0.00	0.00	0.00	0.00
Local Aid	0.00	0.00	0.00	0.00	0.00	0.00
Other Cash Grants	0.00	0.00	0.00	0.00	0.00	0.00
Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations from Friends	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)
Fund Raising-OR	0.00	2,500.00	(2,500.00)	0.00	2,500.00	(2,500.00)
Investments Interest-OR	2.51	0.00	2.51	2.51	0.00	2.51
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	0.00	750.00	(750.00)	0.00	750.00	(750.00)
Lost Materials Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income-OR	0.00	500.00	(500.00)	0.00	500.00	(500.00)
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	2.51	4,750.00	(4,747.49)	2.51	4,750.00	(4,747.49)
Salaries/Benefits	7,333.42	7,448.67	(115.25)	7,333.42	7,448.67	(115.25)
Total Payroll/Expense	7,333.42	7,448.67	(115.25)	7,333.42	7,448.67	(115.25)
Expenses						
Building Repair	118.74	2,000.00	(1,881.26)	118.74	2,000.00	(1,881.26)
Serials	287.69	583.33	(295.64)	287.69	583.33	(295.64)
Books	0.00	0.00	0.00	0.00	0.00	0.00
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	0.00	0.00	0.00	0.00	0.00	0.00
Computer Lic	0.00	0.00	0.00	0.00	0.00	0.00
Contract Services	66.00	219.33	(153.33)	66.00	219.33	(153.33)
Copier - Lease	68.95	69.00	(0.05)	68.95	69.00	(0.05)
Custodial Support	0.00	458.33	(458.33)	0.00	458.33	(458.33)
Equipment Repair/Upgrades	0.00	91.67	(91.67)	0.00	91.67	(91.67)
Insurance - Property/Liability	0.00	0.00	0.00	0.00	0.00	0.00
Insurance - D & O	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	28.70	83.33	(54.63)	28.70	83.33	(54.63)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	200.00	(200.00)	0.00	200.00	(200.00)

Weedspport Free Library

Budget Income Statement

For the One Month Ending January 31, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance						
Postage	0.00	158.33	(158.33)	0.00	158.33	(158.33)
Professional Services	284.00	25.00	259.00	284.00	25.00	259.00
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	0.00	0.00	0.00	0.00	0.00	0.00
Travel & Seminars	132.05	130.83	1.22	132.05	130.83	1.22
Utilities	0.00	750.00	(750.00)	0.00	750.00	(750.00)
	0.00	458.33	(458.33)	0.00	458.33	(458.33)
Total Expenses	986.13	5,227.48	(4,241.35)	986.13	5,227.48	(4,241.35)
Net Operating Income	(8,317.04)	(7,926.15)	(390.89)	(8,317.04)	(7,926.15)	(390.89)
Mobil Unrealized Gain Investme						
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation expense	0.00	0.00	0.00	0.00	0.00	0.00
Interest & Dividends	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	(8,317.04)	(7,926.15)	(390.89)	(8,317.04)	(7,926.15)	(390.89)

Weedsport Free Library
Cash change report
As of: January 31, 2022

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	788.49	\$ 12,000.00	\$ (8,419.43)	\$ 3,580.57	\$ 4,369.06
10500	Key - Public Tax Money #	70,599.05	1.11	(12,000.00)	(11,998.89)	58,600.16
10900	Key Restricted Svgs #014	165,505.03	1.40	(52.89)	(51.49)	165,453.54
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>237,092.57</u>	<u>\$ 12,002.51</u>	<u>\$ (20,472.32)</u>	<u>\$ (8,469.81)</u>	<u>\$ 228,622.76</u>

Weedsport Free Library
GI Account Summary Report
As of: January 31, 2022

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(6,755.68)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (6,755.68)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(7,985.04)</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (7,985.04)</u>

Weedspport Free Library Summary Restricted Savings Account

For the Period From Jan 1, 2022 to Jan 31, 2022

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted	Interest		1.40		-1.40	
			1.40		-1.40	
	Peterson Memorial	Serials		27.95	27.95	
				27.95	27.95	
Restricted	Total		1.40	27.95	26.55	26.55
Report	Total		1.40	27.95	26.55	26.55

