

Weedsport Free Library
Regular Board Meeting Minutes
Date: 1/27/2022

Present: Ted Ball, Wendy Bannister, Don Burdick, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin, Samantha Black and Linda Quinn

Absent: Chris James, Bob Kelley and Kimberly Springer

-Meeting called to order by Wendy at 6:22pm.

-Secretaries Report: Sarah Pickering (minutes taken by Wendy Bannister)

*Motion to approve of the December 2021 minutes by Sarah, 2nd by Paul, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Noted \$545 in donations this month. Salaries expense continues to be higher than budget as Cheryl has stayed on part-time to train Samantha as the Library Director.

*Motion by Ted, 2nd by Paul, all in favor.

Director's report: Cheryl Austin, Samantha Black & Linda Quinn

- Patron's visits remain relatively low mostly due to COVID and the cold weather.
- The Library continues to require staff and patrons to wear masks.
- While COVID continues, the open meeting rule has been extended to allow virtual meetings.
- Samantha discussed moving back to Square Spice for the website design. While Diane Wendall was director, the Library switched to using Word Press. Cheryl, Samantha & Linda noted Word Press is complex. Samantha has experience working with Square Spice and noted its user friendly.
 - *Motion by Megan, 2nd by Don, all in favor.
- The copier & printer lease is up for renewal. Samantha & Cheryl met with a consultant from Eastern Managed Print Network. Leasing a new Xerox, the Library would save money noting a lower monthly cost and additional Black and Color pages. There is a \$125 initial processing fee.
 - *Motion by Don, 2nd by Megan, all in favor.
- The Library needs a new vacuum. Samantha received quotes from three businesses, noting Amazon's price was the lowest at \$234.34, offering free shipping and a 2 year warranty.
 - *Motion by Don, 2nd by Megan, all in favor.
- The change in the Library's closing hours from 9pm to 8pm is working well. We will plan to revisit the hours when the time changes in April.
- A request to use the programming room for a dissertation project involving area churches was discussed.
- May apply for the Outreach Mini Grant for the community summer movie series. Samantha had discussed hosting an outdoor movie series with another Director who had experience hosting outdoor movie events. The following considerations were discussed:
 - o Outdoor projector costs ~\$200
 - o Microphone and amplifier

- Outdoor Movie License needed if off Library property (could cost \$300 - \$400 having off-site)
- Bathroom
- Parking
- Locations discussed included the Library parking lot/back lawn, the Legion and Trolley Park.
- Offer two outdoor movie events this year (PG or G movies).
- Prohibiting patrons bringing alcoholic beverages or smoking on the property was discussed and how this issue would be handled.
- Paul moved to accept the Director's report, 2nd by Megan, all in favor.

Committees:

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

- We will need to set-up another meeting to discuss updates to the policies and procedures.
- Samantha looked into purchasing an AED. An AED is needed if the Library holds an event with ~70 people. An AED may cost \$1,200 - \$1,500. A grant is available however would only cover \$300 of the total cost. Megan noted staff would need training on how to use the AED. Samantha will do more research to determine if/when the Library needs an AED to be compliant with NYS rules.

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

- HVAC system is working well.
- Received three CO2 detectors.
- The town inspector may come to the Library to do a walkthrough of the building.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Cheryl Austin

- Megan suggested looking at vendors, such as Verizon, to see if the Library could get a better price on the phone service.

***Fundraising:** Bob Kelley

- None.

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

At 7:00 PM, Sarah moved to Adjourn, 2nd by Megan. All in favor.

Respectfully submitted by Sarah

Directors' Report
Weedspport Free Library
Library information for December 2021 – Board Meeting 012722

Patron Visits	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr. To Date
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2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	19,175
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	18,673
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	17,406
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	7,145
2021	526	627	822	749	735	994	1224	928	783	834	895	674	9,791

Circulation

2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	21,292
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	17,786
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	17,629
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	10,770
2021	1048	1125	1286	1398	1031	1256	1432	1198	1074	1127	1064	1012	14,051

New Cards Issued

2017	15	8	12	16	29	18	21	17	24	15	11	4	190
2018	12	14	11	17	10	30	21	19	23	18	9	11	195
2019	11	14	17	9	17	17	31	17	16	15	8	10	182
2020	15	13	8	0	0	3	9	6	10	14	7	10	95
2021	5	11	10	9	8	13	17	9	5	13	9	14	123

**Digital Downloads
(OverDrive)**

2017	118	96	130	123	123	136	143	132	112	130	109	105	1457
2018	114	105	118	136	118	120	140	135	161	111	131	104	1493
2019	150	109	140	123	178	158	161	161	119	124	153	148	1724
2020	160	165	190	245	247	251	239	230	226	236	252	226	2667
2021	190	184	207	200	184	258	218	182	177	187	159	190	2336

**Total circ.
including digital**

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	20,134
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	13,673
2021	1268	1309	1493	1598	1215	1514	1650	1380	1251	1314	1223	1223	16,438

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Beekeepers Group
- Insurance signups
- Charity knitting group
- NAMI
- Tutoring
- Senior Cinema

December 2021

- Samantha attended the Directors Support zoom meeting on Tuesday, 12/14.
- Samantha attended the Directors zoom meeting on Wednesday, 12/15.
- Samantha attended the Cayuga Connect Meeting via phone 12/16.
- Samantha and Cheryl facilitated Book Club (movie) on Tuesday, 12/14.
- Senior Cinema: 2 participants
- Holiday Raffle \$1830 (\$895 membership, \$935 Raffle income)
- Tribute Tree \$83

Children's Programs December, 2021

Story Time sessions were not attended in December mainly because of Covid.

Lego Club was held on Thursday, Dec. 16 with 3 attending.

The Read to Koa program was held on Friday, Dec. 17 with 8 in attendance.

Weedsport Free Library
Balance Sheet
December 31, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	788.49 ✓
Key - Public Tax Money #2802		70,599.05 ✓
Key Restricted Svgs #0148		165,505.03 ✓
Cash on Hand		200.00
Total Current Assets		237,092.57
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	\$	<u><u>484,550.95</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	255.00
Payroll Taxes		53.78
Restricted Funds - Friends		6,755.68
Restricted Funds-Jr. Friends		1,229.36
Total Current Liabilities		8,293.82
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		8,293.82
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(10,203.51)
Total Capital		476,257.13
Total Liabilities & Capital	\$	<u><u>484,550.95</u></u>

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Weedspport Free Library
Budget Income Statement
For the Twelve Months Ending December 31, 2021

	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	\$ 3,500.00	\$ 3,000.00	\$ 500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Village	0.00	0.00	0.00	16,950.00	17,289.00	(339.00)
School District	0.00	0.00	0.00	84,958.00	84,958.00	0.00
Local Aid	0.00	150.00	(150.00)	1,690.00	1,400.00	290.00
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	545.94	0.00	545.94	5,704.35	1,000.00	4,704.35
Donations from Friends	0.00	0.00	0.00	3,000.00	3,000.00	0.00
Fund Raising-OR	0.00	0.00	0.00	275.00	0.00	275.00
Investments Interest-OR	2.66	0.00	2.66	10.25	0.00	10.25
Library Fines-OR	0.00	0.00	0.00	11.67	0.00	11.67
Copier & Fax Fees-OR	144.55	0.00	144.55	855.55	750.00	105.55
Lost Materials Income	10.00	0.00	10.00	82.95	0.00	82.95
Other Income-OR	0.00	0.00	0.00	2,181.07	500.00	1,681.07
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	1,205.00	0.00	1,205.00
Total Revenues	703.15	150.00	553.15	141,146.84	132,620.00	8,526.84
Salaries/Benefits	9,904.09	7,977.74	1,926.35	98,775.36	95,732.00	3,043.36
Total Payroll/Expense	9,904.09	7,977.74	1,926.35	98,775.36	95,732.00	3,043.36
Expenses						
Building Repair	19.70	0.00	19.70	7,587.67	2,000.00	5,587.67
Serials	159.00	0.00	159.00	1,049.40	0.00	1,049.40
Books	451.93	583.37	(131.44)	5,656.53	7,000.00	(1,343.47)
Software/online databases	0.00	0.00	0.00	52.00	0.00	52.00
Audio/Video/DVD	19.99	0.00	19.99	268.39	0.00	268.39
Computer Lic	0.00	0.00	0.00	5,733.60	6,200.00	(466.40)
Contract Services	66.00	323.37	(257.37)	3,454.59	3,880.00	(425.41)
Copier - Lease	68.95	69.00	(0.05)	827.40	828.00	(0.60)
Custodial Support	880.00	483.37	396.63	5,731.27	5,800.00	(68.73)
Equipment Repair/Upgrades	0.00	208.37	(208.37)	2,430.01	2,500.00	(69.99)
Insurance - Property/Liability	0.00	0.00	0.00	3,897.20	3,630.00	267.20
Insurance - D & O	0.00	0.00	0.00	100.00	100.00	0.00
Library Supplies	400.73	58.37	342.36	1,001.63	700.00	301.63
Outside Services	0.00	0.00	0.00	1,860.00	1,860.00	0.00
Other Expenses	0.00	0.00	0.00	2,228.29	200.00	2,028.29

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Weedspport Free Library

Budget Income Statement

For the Twelve Months Ending December 31, 2021

	Current Month	Current Month	Current Month	Year to Date	Year to Date	Year to Date
	Actual	Budget	Variance	Actual	Budget	Variance
Outdoor Maintenance	180.00	157.50	22.50	1,808.00	1,890.00	(82.00)
Postage	0.00	25.00	(25.00)	284.40	300.00	(15.60)
Professional Services	0.00	154.13	(154.13)	1,909.42	1,850.00	59.42
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	131.13	128.37	2.76	1,617.03	1,540.00	77.03
Travel & Seminars	0.00	0.00	0.00	60.00	750.00	(690.00)
Utilities	586.74	458.37	128.37	5,018.16	5,500.00	(481.84)
Total Expenses	2,964.17	2,649.22	314.95	52,574.99	46,528.00	6,046.99
Net Operating Income	(12,165.11)	(10,476.96)	(1,688.15)	(10,203.51)	(9,640.00)	(563.51)
Mobil Unrealized Gain Investme	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (12,165.11)	\$ (10,476.96)	\$ (1,688.15)	\$ (10,203.51)	\$ (9,640.00)	\$ (563.51)

Weedsport Free Library
Cash change report
As of: December 31, 2021

<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	6,496.81	\$ 6,510.49	\$ (12,218.81)	\$ (5,708.32)	\$ 788.49
10500	Key - Public Tax Money #	76,597.79	1.26	(6,000.00)	(5,998.74)	70,599.05
10900	Key Restricted Svgs #014	163,330.24	2,327.15	(152.36)	2,174.79	165,505.03
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>246,624.84</u>	<u>\$ 8,838.90</u>	<u>\$ (18,371.17)</u>	<u>\$ (9,532.27)</u>	<u>\$ 237,092.57</u>

Weedsport Free Library
GI Account Summary Report
As of: December 31, 2021

<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	(4,720.91)	\$ 100.98	\$ (2,135.75)	\$ (2,034.77)	\$ (6,755.68)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(5,950.27)</u>	<u>\$ 100.98</u>	<u>\$ (2,135.75)</u>	<u>\$ (2,034.77)</u>	<u>\$ (7,985.04)</u>

Weedspport Free Library

Summary Restricted Savings Account

For the Period From Jan 1, 2021 to Dec 31, 2021

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						
			233.99		-233.99	
			233.99		-233.99	
Book Purchases						
		Book	535.00	51.38	-483.62	
			100.00	102.85	2.85	
			635.00	154.23	-480.77	
Building Maintenance						
				6,295.00	6,295.00	
				6,295.00	6,295.00	
Community Foundation						
				534.98	534.98	
				534.98	534.98	
Family Literacy						
			231.41	231.41		
			231.41	231.41		
Friends Restricted						
		Book		16.42	16.42	
		Gazebo		100.00	100.00	
		Membership	1,030.00		-1,030.00	
		Other Expense		6,055.38	6,055.38	
		Other Income	1,776.31		-1,776.31	
		Postage/Publi		113.00	113.00	
		Sale of Books	2,171.53		-2,171.53	
		Summer Read		1,714.05	1,714.05	
			4,977.84	7,998.85	3,021.01	
Gazebo						
			900.00	1,200.00	300.00	
			900.00	1,200.00	300.00	
Interest						
			3.09		-3.09	

