

Weedsport Free Library
Regular Board Meeting Minutes
Date: 5/12/2022

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Paul Reichhart, Samantha Black, and Linda Quinn

Absent: Ted Ball, Sarah Pickering, Megan Quill and Kimberly Springer

-Meeting called to order by Wendy at 6:35 P.M.

Secretaries Report: Sarah Pickering (Wendy Bannister)

*Motion to approve the April 2022 Board meeting minutes by Bob, 2nd by Chris, all in favor.

Public Expression: None

Treasurer's Report: Megan Quill (Heather Christopher Write-up)

Reminder Library budget vote – May 17th at Weedsport Jr-Sr High School

*Budget Income Statement report for April. – Megan was unable to attend, and Heather completed a synopsis of the April finances:

5/11 Overview of Library Income Statement

April Revenue consists of

- Village of Weedsport \$16,950.00
- Donations totaling \$405.00
 - \$300.00 from the Village for the Gazebo Gatherings
 - \$100.00 from Donna Glowacki for the Memorial Day Flags
 - \$5.00 miscellaneous cash donation
- Fundraising from the Lawn Signs totaled \$300.00 in revenue (before expenses)
- Copier and Fax fees of \$52.80
- Lost Material Income of \$20.00
- Other Income was \$40.01
 - \$30.01 from the Utica National Insurance Dividend
 - \$10.00 from the sale of used equipment

Total April Revenue was \$17,769.47

April Expenses are fairly self-explanatory however,

- Building Repair at \$88.39 was for supplies for the outdoor HVAC coverings as well as a door stop
- Computer Lic was the first two installment on the 2022 Polaris program- \$2,850.00
- Library Supplies include copy overages (\$14.48), sign holders (\$16.99), pest repellant (\$26.92), Easter baskets (\$30.99) as well as the Story Time Rug (\$257.76) purchased with the National Honor Society donation (\$500.00 received in March.
- Other Expense at \$209.25 is the cost of the yard signs.

- Professional Services include the year end and audit costs - \$1,750.00 to Cuddy and Ward and \$101.50 to Deb Bode

Respectfully submitted by

Heather Christopher

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

Director's report: Samantha Black

- Patron visits & digital circulations are down some from March. Potentially due to street construction.
- Meeting room is being used, noting the addition of NAMI (weekly). Also, the traditional group usage (14 total groups).
- Grant Updates:
 - o Rosen-Grant – Received for Summer Reading program \$247.00
 - o Outreach Mini-Grant – Received for Kindles and Hotspots \$671.00
 - o Key Bank – Received for Gazebo Gatherings \$1000.00 (\$400 increase from last year)
 - o Telehealth kit – Received from South Central Regional Library Counsel Chromebook and Hotspot (1 yr.)
- Review Library hours – Still slow during the 7-8pm, will re-evaluate after construction is completed.
- Linda's desktop computer replacement – Desktop is out of warranty in July, Finger Lakes has started the bulk buy for area libraries. Cost will be \$848.58 for a Dell Optiplex 5490.
 - o *Motion by Bob, 2nd by Paul, all in favor.
- Potential Phone System Upgrade – Adding Caller ID to existing phone plan.
 - o *Motion by Chris, 2nd Don, all in favor.
- Field of Honor 2022 – Acquiring larger flags to honor our veterans.
- Samantha attended the Directors meeting on Wednesday, 4/16
- Samantha facilitated Book Club on Tuesday, 4/12. 8 attended, 1 new member.
- Two Patrons attended the March Senior Cinema.
- Two Patrons attended Craft Night.
- Samantha applied for KeyBank Foundation grant 4/7 Gazebo Gatherings.

Children's Programs: Linda Quinn

- 11 Children and 9 adults attended the Family Story Time Easter Egg Hunt (4/12)
- 8 Children and 6 adults attended Toddler Rhyme Time for April.
- Two Lego Club programs for April: 9 Children attended on the 13th and 7 Children attended on the 21st.
- 7 Children attended the Family Flix session and watched "Sing 2."
- 8 Children attended the program "Stories with Simcha."

*Motion by Bob to accept the Director's report, 2nd by Chris, all in favor.

Committees:

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

- Samantha had sent out an e-mail to the committee with fifteen policies to review. She plans to set-up three meetings, tackling 5 policies each meeting, to be reviewed prior to bringing the policies to the Board for final approval.

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

- The window is on McLaughlin Glass' list for a new estimate.
- Looking into a Stink Bug exterminator.
- Fire Inspection was completed. Will review report of minor items.
- Rebates for HVAC installation. Following up with vendor.

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

- Samantha will set-up a meeting to establish a long-range planning document as part of the minimum standard requirements.

***Fundraising:** Bob Kelley

- Arby's Night was a success, over \$300 in donations and \$100 Raffle was collected.
- Library lawn signs are going strong.

Next meeting is June 9, 2022, at 6:30 PM.

At 7:02 P.M., Paul moved to Adjourn, 2nd by Don. All in favor.

Respectfully submitted by Wendy

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Auxiliary Meetings
- NAMI
- Lock 52 Band Practice
- Insurance signups
- Stories with Simcha
- Arby's
- Bee-Keepers
- Charity knitting group
- Senior Cinema
- Lego Club
- Craft Night
- Tutoring
- Family Flix

April 2022

- Samantha attended the Directors meeting on Wednesday, 4/16.
- Samantha facilitated Book Club on Tuesday, 4/12. 8 attended, 1 new member.
- Senior Cinema: 2 participants
- Craft Night: 2 participants
- Samantha applied for KeyBank Foundation grant 4/7.

Children's Programs April 2022

- "Family Story Time Easter Egg Hunt" was held on April 12. There were 11 children and 9 adults who attended. Toddler Rhyme Time had 8 children and 6 adults for the month of April.
- There were 2 Lego Club programs in April. On the 13th, there were 9 attending and on the 21st, 7 attended.
- The movie "Sing 2" was shown on the 14th. There were 7 attending.
- "Stories with Simcha" was held on the 23rd with 8 attending.

Weedsport Free Library
Balance Sheet
April 30, 2022

ASSETS

Current Assets		
Key - Checking #4047	\$	1,922.33
Key - Public Tax Money #2802		68,775.28
Key Restricted Svgs #0148		137,146.09
Cash on Hand		<u>200.00</u>
Total Current Assets		208,043.70
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		<u>(356,719.10)</u>
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		<u>6,775.16</u>
Total Other Assets		<u>6,775.16</u>
Total Assets	\$	<u><u>455,502.08</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Pension Payable	\$	21.25
Restricted Funds - Friends		6,764.60
Restricted Funds-Jr. Friends		<u>1,229.36</u>
Total Current Liabilities		8,015.21
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		8,015.21
Capital		
Surplus - Capital		448,937.76
Retained Earnings		27,373.15
Net Income		<u>(28,824.04)</u>
Total Capital		<u>447,486.87</u>
Total Liabilities & Capital	\$	<u><u>455,502.08</u></u>

Weedspport Free Library
Budget Income Statement
For the Four Months Ending April 30, 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	3,500.00	0.00	3,500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	0.00	20,723.00
Village	16,950.00	0.00	16,950.00	16,950.00	0.00	16,950.00
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	10,143.00	0.00	10,143.00
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	405.00	0.00	405.00	1,318.70	0.00	1,318.70
Donations from Friends	0.00	0.00	0.00	0.00	0.00	0.00
Fund Raising-OR	300.00	0.00	300.00	300.00	0.00	300.00
Investments Interest-OR	1.66	0.00	1.66	7.97	0.00	7.97
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	52.80	0.00	52.80	239.80	0.00	239.80
Lost Materials Income	20.00	0.00	20.00	20.00	0.00	20.00
Other Income-OR	40.01	0.00	40.01	40.01	0.00	40.01
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	17,769.47	0.00	17,769.47	53,242.48	0.00	53,242.48
Salaries/Benefits	6,815.15	0.00	6,815.15	28,350.33	0.00	28,350.33
Total Payroll/Expense	6,815.15	0.00	6,815.15	28,350.33	0.00	28,350.33
Expenses						
Building Repair	88.39	0.00	88.39	39,126.01	0.00	39,126.01
Serials	0.00	0.00	0.00	287.69	0.00	287.69
Books	1,203.65	0.00	1,203.65	1,751.45	0.00	1,751.45
Software/online databases	46.97	0.00	46.97	46.97	0.00	46.97
Audio/Video/DVD	24.96	0.00	24.96	164.25	0.00	164.25
Computer Lic	2,850.00	0.00	2,850.00	2,883.60	0.00	2,883.60
Contract Services	66.00	0.00	66.00	264.00	0.00	264.00
Copier - Lease	68.95	0.00	68.95	275.80	0.00	275.80
Custodial Support	400.00	0.00	400.00	1,469.83	0.00	1,469.83
Equipment Repair/Upgrades	0.00	0.00	0.00	0.00	0.00	0.00
Insurance - Property/Liability	0.00	0.00	0.00	1,120.00	0.00	1,120.00
Insurance - D & O	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	401.77	0.00	401.77	520.36	0.00	520.36
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	209.25	0.00	209.25	317.85	0.00	317.85

Weedspport Free Library
Budget Income Statement
For the Four Months Ending April 30, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	145.00	0.00	145.00	566.00	0.00	566.00
Postage	0.00	0.00	0.00	285.16	0.00	285.16
Professional Services	1,851.50	0.00	1,851.50	1,851.50	0.00	1,851.50
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	133.25	0.00	133.25	534.07	0.00	534.07
Travel & Seminars	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	456.71	0.00	456.71	2,251.65	0.00	2,251.65
Total Expenses	7,946.40	0.00	7,946.40	53,716.19	0.00	53,716.19
Net Operating Income	3,007.92	0.00	3,007.92	(28,824.04)	0.00	(28,824.04)
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
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	\$ 3,007.92	\$ 0.00	\$ 3,007.92	\$ (28,824.04)	\$ 0.00	\$ (28,824.04)

Weedsport Free Library
Cash change report
As of: April 30, 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	2,619.61	\$ 13,517.81	\$ (14,215.09)	\$ (697.28)	\$ 1,922.33
10500	Key - Public Tax Money #	64,824.74	16,950.54	(13,000.00)	3,950.54	68,775.28
10900	Key Restricted Svgs #014	137,585.18	684.82	(1,123.91)	(439.09)	137,146.09
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>205,229.53</u>	<u>\$ 31,153.17</u>	<u>\$ (28,339.00)</u>	<u>\$ 2,814.17</u>	<u>\$ 208,043.70</u>

Weedsport Free Library
GI Account Summary Report
As of: April 30, 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	(6,922.10)	\$ 541.20	\$ (383.70)	\$ 157.50	\$ (6,764.60)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(8,151.46)</u>	<u>\$ 541.20</u>	<u>\$ (383.70)</u>	<u>\$ 157.50</u>	<u>\$ (7,993.96)</u>

Weedspport Free Library Summary Restricted Savings Account For the Period From Jan 1, 2022 to Apr 30, 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	Book Purchases	Book	150.00		-150.00	
		Other Income	500.00	502.71	2.71	
			650.00	502.71	-147.29	
	Building Maintenance		10,000.00		-10,000.00	
			10,000.00		-10,000.00	
	Capital Improvement			38,787.00	38,787.00	
				38,787.00	38,787.00	
	Friends Restricted	Book		475.99	475.99	
		DVD		196.00	196.00	
		Electronic Res		151.20	151.20	
		Membership	25.00		-25.00	
		Other Expense		162.11	162.11	
		Other Income	143.75		-143.75	
		Sale of Books	825.47		-825.47	
			994.22	985.30	-8.92	
	Gazebo		300.00		-300.00	
			300.00		-300.00	
	Interest		4.74		-4.74	
			4.74		-4.74	
	Peterson Memorial	Book		80.00	80.00	
		Other Income	100.00	27.95	-100.00	
		Serials			27.95	
			100.00	107.95	7.95	
Restricted	Total		12,048.96	40,382.96	28,334.00	28,334.00

Weedsport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2022 to Apr 30, 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
Report	Total		12,048.96	40,382.96	28,334.00	28,334.00