

Weedsport Free Library
Regular Board Meeting Minutes
Date: 4/14/2022

Present: Ted Ball, Don Burdick, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Samantha Black, Linda Quinn and Debbie Henderson

Present via Zoom: Chris James

Absent: Wendy Bannister and Kimberly Springer

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

-Secretaries Report: Sarah Pickering

*Motion to approve the March 2022 Board meeting minutes by Don, 2nd by Ted, all in favor.

Public Expression: None

Friends of the Library: The Friends of the Library were interested in organizing a road trip for members of the Friends of the Library as well as others in the community. Debbie noted the group is interested in organizing day trips around New York. Debbie had called several transportation groups and commented on the high cost. Debbie is recommending attendees drive to the destination on their own. The first road trip is tentatively scheduled for May 10th at MacKenzie-Childs. Debbie provided an Itinerary which included a tour of the Farmhouse, pursuing the grounds, visiting the gift shop and lunch at Fargo Grill. Debbie would limit the group between 10-15 people. There would be no cost to the Library, however Debbie was seeking Board approval for use of the Library's name in promoting the event. Sarah made a motion to approve use of the Library's name in promoting the Friends of the Library road trips, 2nd by Ted, all in favor.

-Treasurer's Report: Megan Quill

*Budget Income Statement report – There was not a lot of activity during the month due to Heather being out. Megan is expecting more activity in April after Heather returned to her normal schedule. Income was received from Amazon Smiles. The County funds had been received however, were not reflected yet in the current month actual column due to timing differences.

*The Reviewed Financial Statements, prepared by Cuddy & Ward, LLP were reviewed. Megan noted there were no comments from the review that needed to be addressed. Paul had a question on pg.5 regarding the expense detail. Samantha noted she would reach out to Heather for more information.

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

Director's report: Samantha Black

- Patron visits & digital circulations both increased this month compared to February.
- Meeting room is being used, noting the addition of Tutoring, Craft Night & Family Flix.
- Linda & Samantha attended Advocacy Day via Zoom and spoke to two politicians.
- Six Patrons attended the February Senior Cinema.
- Samantha applied for Outreach Mini Grant to purchase several Kindles and hot spots.
- The National Honor Society donated \$500 to the Library. Linda purchased a story time rug for the children's area as well as pre-recorded children's books.

- COVID-19 numbers continue to increase in our area. Samantha asked the Board if any changes were recommended to the Library's current policy. After discussions, the Board agreed no changes were needed at this time.
- The Library hours were discussed as closing time was changed from 9pm to 8pm. Samantha and Linda both noted limited traffic after 8pm. Bob suggested extending hours if a room is requested to end after 8pm, considering advance notice is provided.
- Samantha requested the Board approve an Overdrive contribution for use of E-Books and E-Audio Books. The minimum recommended contribution based on 5% of circulation represented \$304. Last year, the Library contributed \$500. A motion was made to contribute \$500 for the Overdrive Contribution by Bob, 2nd by Chris, all in favor.

At 6:50 P.M., the members present went into executive session to discuss Samantha's time serving as Director. Samantha exited the meeting.

The board approved to make the Director a permanent position, as Samantha Black serving as the Director.

Motion to approve the position by Don, 2nd by Sarah, all in favor.

At 7:00 P.M., executive session ended, and the monthly meeting resumed. Samantha entered the meeting. The Board thanked Samantha for all her efforts and dedication in her new role.

Children's Programs: Linda Quinn

- 4 Children attended the story time session on March 22nd.
- 12 Children attended Lego Club.
- 3 Children attended the Family Flix session and watched "Clifford The Big Red Dog."
- 4 Children attended the program "Stories with Simcha."
- Fun Beginnings Preschool visited the library on March 30th. There were 15 children who came for Story Time and a craft.

Megan moved to accept the Director's report, 2nd by Don, 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

- Flag Etiquette & Light installation is complete.
- The window is scheduled to be repaired in May.
- Ted did a great job repairing the ceiling drywall.

***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 will be April 28th from 5-8pm. Signs will be posted around town. Bob plans to set-up a table for the used book sale.
- Library lawn signs are available for purchase, and more are being ordered.

Next meeting is May 12, 2022 at 6:30 PM.

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

Respectfully submitted by Sarah

Patron Visits	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr. To Date
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Note: 2020 shutdown and restrictions impact mid-March and beyond

[illegible]

Circulation

[illegible]

New Cards Issued

[illegible]

Digital Downloads (OverDrive)

[illegible]

**Total circ.
including digital**

[illegible]

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Insurance signups
- Stories with Simcha
- Arby's
- Bee-Keepers
- Charity knitting group
- Senior Cinema
- Lego Club
- Craft Night
- Tutoring
- Family Flix
- New Beginnings Story Time

March 2022

- Linda and Samantha attended Advocacy Day via zoom on Wednesday, 2/2.
- Linda and Samantha attended the Friends meeting Thursday, 3/3.
- Samantha attended the FLLS member Support zoom meeting on Tuesday, 3/8.
- Samantha attended the Directors meeting on Wednesday, 3/16.
- Samantha facilitated Book Club on Tuesday, 3/15. 1 new member.
- Senior Cinema: 6 participants
- Craft Night: 2 participants
- Samantha applied for Outreach Mini Grant March 25th.

Februa Children's Programs March 2022

- Children's Programs March 2022
- Family Story Time was held on March 22. There were 4 children who attended.
- Lego Club was held on the 24th. There were 12 children who participated.
- Family Flix presented the movie "Clifford The Big Red Dog" on the 25th. There were 3 children who attended.
- The "Stories with Simcha" program was held on the 26th. There were 4 children who participated.
- Fun Beginnings Preschool visited the library on the 30th. There were 15 children who came for Story Time and a craft.

Weedsport Free Library
Balance Sheet
March 31, 2022

ASSETS

Current Assets		
Key - Checking #4047	\$	2,400.36
Key - Public Tax Money #2802		40,601.74
Key Restricted Svgs #0148		136,629.16
Cash on Hand		200.00
		<hr/>
Total Current Assets		179,831.26
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)
		<hr/>
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		6,775.16
		<hr/>
Total Other Assets		6,775.16
		<hr/>
Total Assets	\$	<u><u>427,289.64</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Pension Payable	\$	57.50
Restricted Funds - Friends		6,666.08
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		7,952.94
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		7,952.94
Capital		
Surplus - Capital		448,937.76
Retained Earnings		27,373.15
Net Income		(56,974.21)
		<hr/>
Total Capital		419,336.70
		<hr/>
Total Liabilities & Capital	\$	<u><u>427,289.64</u></u>

Weedsport Free Library
Budget Income Statement
For the Three Months Ending March 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	\$ 3,000.00	\$(3,000.00)	0.00	3,000.00	\$(3,000.00)
Town of Brutus	0.00	0.00	0.00	0.00	20,723.00	\$(20,723.00)
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	10,000.00	0.00	10,000.00
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	34.22	0.00	34.22	211.45	1,000.00	\$(788.55)
Donations from Friends	0.00	0.00	0.00	0.00	2,500.00	\$(2,500.00)
Fund Raising-OR	0.00	0.00	0.00	0.00	0.00	0.00
Investments Interest-OR	1.87	0.00	1.87	6.31	0.00	6.31
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	0.00	0.00	0.00	113.00	750.00	\$(637.00)
Lost Materials Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income-OR	0.00	0.00	0.00	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	36.09	3,000.00	\$(2,963.91)	10,330.76	28,473.00	\$(18,142.24)
Salaries/Benefits	6,985.43	7,448.67	\$(463.24)	21,535.18	22,346.01	\$(810.83)
Total Payroll/Expense	6,985.43	7,448.67	\$(463.24)	21,535.18	22,346.01	\$(810.83)
Expenses						
Building Repair	0.00	0.00	0.00	39,037.62	2,000.00	37,037.62
Serials	0.00	583.33	\$(583.33)	287.69	1,749.99	\$(1,462.30)
Books	0.00	0.00	0.00	547.80	0.00	547.80
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	127.30	0.00	127.30	139.29	0.00	139.29
Computer Lic	0.00	0.00	0.00	33.60	3,000.00	\$(2,966.40)
Contract Services	66.00	219.33	\$(153.33)	198.00	657.99	\$(459.99)
Copier - Lease	68.95	69.00	\$(0.05)	206.85	207.00	\$(0.15)
Custodial Support	419.99	458.33	\$(38.34)	1,069.83	1,374.99	\$(305.16)
Equipment Repair/Upgrades	0.00	91.67	\$(91.67)	0.00	275.01	\$(275.01)
Insurance - Property/Liability	0.00	0.00	0.00	1,120.00	907.50	212.50
Insurance - D & O	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	65.92	83.33	\$(17.41)	118.59	249.99	\$(131.40)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	60.00	0.00	60.00	108.60	200.00	\$(91.40)

Weedspport Free Library
Budget Income Statement
For the Three Months Ending March 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	200.00	158.33	41.67	421.00	474.99	(53.99)
Postage	0.00	25.00	(25.00)	285.16	75.00	210.16
Professional Services	0.00	0.00	0.00	0.00	1,950.00	(1,950.00)
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	134.67	130.83	3.84	400.82	392.49	8.33
Travel & Seminars	0.00	0.00	0.00	0.00	750.00	(750.00)
Utilities	644.65	458.33	186.32	1,794.94	1,374.99	419.95
Total Expenses	1,787.48	2,277.48	(490.00)	45,769.79	15,639.94	30,129.85
Net Operating Income	(8,736.82)	(6,726.15)	(2,010.67)	(56,974.21)	(9,512.95)	(47,461.26)
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	\$ (8,736.82)	\$ (6,726.15)	(2,010.67)	\$ (56,974.21)	\$ (9,512.95)	(47,461.26)

Weedsport Free Library
Cash change report
As of: March 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	4,553.71	\$ 6,034.22	\$ (8,187.57)	\$ (2,153.35)	\$ 2,400.36
10500	Key - Public Tax Money #	46,600.99	0.75	(6,000.00)	(5,999.25)	40,601.74
10900	Key Restricted Svgs #014	136,790.15	1.12	(162.11)	(160.99)	136,629.16
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	188,144.85	\$ 6,036.09	\$ (14,349.68)	\$ (8,313.59)	\$ 179,831.26

Weedsport Free Library
GI Account Summary Report
As of: March 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	(6,828.19)	\$ 162.11	\$ 0.00	\$ 162.11	\$ (6,666.08)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	(8,057.55)	\$ 162.11	\$ 0.00	\$ 162.11	\$ (7,895.44)

Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2022 to Mar 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	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		85.99	85.99	
		DVD		196.00	196.00	
		Membership	25.00		-25.00	
		Other Expense		162.11	162.11	
		Other Income	21.50		-21.50	
		Sale of Books	308.00		-308.00	
			354.50	444.10	89.60	
	Interest		3.62		-3.62	
			3.62		-3.62	
	Peterson Memorial	Other Income	50.00		-50.00	
		Serials		27.95	27.95	
			50.00	27.95	-22.05	
Restricted	Total		10,408.12	39,259.05	28,850.93	28,850.93
Report	Total		10,408.12	39,259.05	28,850.93	28,850.93

